

ARTICLES IN THE WARRANT

FOR THE

ANNUAL TOWN MEETING

TOWN OF CHATHAM

MONDAY, MAY 9, 2011

6:00 P.M.

WITH

RECOMMENDATIONS OF

BOARD OF SELECTMEN

AND

FINANCE COMMITTEE

CHATHAM HIGH SCHOOL

425 CROWELL ROAD

INTRODUCTION

This **warrant** will follow generally the same format to which you, residents and taxpayers, have become accustomed. Each **article** in the **warrant** is enumerated, as required by law. In addition, the **motion** which introduces the **article** to Town Meeting and cites its funding amount and source, if applicable, is included for your consideration. The **article's speaker** and/or **proponent** is listed and the recommendations of the Board of Selectmen, Finance Committee, and any other appropriate board or committee is noted on each **article**. Finally, a brief **explanation** of the content of the article is provided.

Again this year, a detailed sub-line item budget is provided in an Appendix at the end of this booklet. Several other Appendices are provided as well. All of our efforts in the past few years have been geared towards the goal of providing a clear, concise **warrant** and enough information on each **article** so that you may be prepared on the subject matter as you arrive at the meeting.

William G. Hinchey
Town Manager

ANNUAL TOWN MEETING WARRANT – MAY 9, 2011
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Finance Committee Report

The budget numbers for FY 2012 have been fluid during the budget review season. For this reason the Finance Committee will make its recommendations on the floor of Town Meeting. As of March 22, the municipal operating budget stands at \$22,794,217, 0.8% over FY11's municipal operating budget of \$22,606,952. The education budget stands at \$10,261,778 which is a 3% increase over FY11's education budget of \$9,989,469. As of March 22, if you combine the FY12 municipal and education budgets, \$33,055,995 they would constitute an increase of 1.4% increase over FY11's \$32,596,421.

The summary details of the Municipal and Education Budgets are as follows:

Municipal Operating Budget - FY 2012

	<u>2010</u>	<u>2011</u>	<u>2012</u>	
<u>Expenses</u>	<u>Act.</u>	<u>Bud.</u>	<u>Bud.</u>	<u>Comments:</u>
Salary	9.6	9.7	9.4	(incl. overtime, longevity pay)
Benefits	3.4	3.4	3.8	(pension, healthcare, etc.)
Sub-Total	13.0	13.1	13.2	
Oper. Expenses	4.0	4.5	4.3	(all non-compensation expenses)
Debt Service	5.0	5.0	5.3	(cost of servicing \$ 47 million in debt)
Total Expenses	<u>22.0</u>	<u>22.6</u>	<u>22.8</u>	(amount of funding needed from the town)

Education Budget - FY 2012

	<u>2010</u>	<u>2011</u>	<u>2012</u>	
<u>Expenses</u>	<u>Act.</u>	<u>Bud.</u>	<u>Bud.</u>	
Salary	6.9	6.9	7.5	(incl. step increases)
Benefits	1.9	2.0	2.1	(excludes state funded pension expenses)
Sub-Total	8.8	8.9	9.6	
Oper. Expenses	2.2	2.0	1.8	(all non-compensation expenses)
Capital Exp.	0.2	0.2	0.2	(incl. as part of request to town for funding)
Total Expenses	<u>11.2</u>	<u>11.1</u>	<u>11.6</u>	
School Choice Rev.	-1.4	-1.1	-1.6	(funds used to reduce town funding request)
Total Expenses net	<u>9.8</u>	<u>10.0</u>	<u>10.0</u>	(amount of funding needed from the town)

Funding Sources for Budgets above

	<u>2010</u>	<u>2011</u>	<u>2012</u>	
<u>Revenues</u>	<u>Act.</u>	<u>Bud.</u>	<u>Bud.</u>	
Property Tax Levy	24.3	25.0	25.6	(total for residential and commercial)
Local Taxes/Fees	5.9	5.5	5.5	(hotel, excise, sewer, trash, permits, fees, etc.)
State Support	1.6	2.1	1.7	(net amount received from the state)
Total Revenue	<u>31.8</u>	<u>32.6</u>	<u>32.8</u>	(amount needed to fund the two budgets)

The Selectmen have voted to recommend a municipal operating budget that is .8% above FY11's. The Finance Committee believes the municipal ship will need to be stabilized further going forward because of Chatham's trending to a declining population, increasing indebtedness and unsustainable increases in wages, benefits and overtime.

Our 5 Year Capital Plan continues to suffer, due to decreases in state and local revenue. It is Chatham's policy to fund these short term capital expenditures with state and local revenues that come in above budget estimates. Our Free Cash balance this year is \$814,322, which has dropped below \$1.0 million for the first time in 10 years. As a result the capital budget in 2012 will be approximately 25% lower than in 2011. The Finance Committee recommends that in future budgets, maintenance and repair, consultants' contracts and legal fees be removed from the 5 Year Capital Budget and placed in the Operating Budget.

The Committee recommends that the Stabilization Fund's balance, \$1,643,018 remain untouched this year. A look at Chatham's future includes increased debt for wastewater costs, PD Annex costs, a new fire department facility, new beach erosion treatments, perhaps a senior day care facility, as well as significant unfunded liability for employee retirement benefits. For these reasons, we strongly recommend that the Stabilization Fund not be used to cover operating costs or department operating deficits. Our Stabilization Fund balance is a strong determinant of our current AAA bond rating, and a strong bond rating brings lower interest charges for major capital debt.

Debt service in FY12 of \$5.3 million represents 16% of this year's Operating Budget. Chatham's debt is currently \$46.7 million: Principal-\$37,682,671, Interest-\$9,106,827. In addition there is \$37.5million of debt that has been authorized by Town Meeting, but not yet issued. Furthermore, it is expected that debt will continue to increase in future years as a result of the sewer project.

The State's authorization of an Early Retirement Program for Chatham gave the town manager an effective mechanism for use in meeting the Selectmen's level funding goal for FY12. Departments have been streamlined, and the Finance Committee recommends that the Early Retirement Program be used as a framework for a long-term program that creates more manageable wage and benefit costs for our taxpayers.

The Finance Committee recommended a change in the form of the Annual Warrant for FY12 that has been accepted by the Selectmen and is precedent setting: the Operating Budget for the education line item will be broken away from the municipal operating budget and for the first time will be voted on as a separate warrant article.

Respectfully submitted,

Jo Ann Sprague, Chairman
Roslyn Coleman
Kenneth Sommer

Coleman Yeaw, Vice Chairman
Robert Dow
John Whelan

Norma Avellar
Daniel McPhee
Richard Stenberg

Resolution: Resolved that the Town vote to adopt the following rules of procedure for the Annual Town Meeting of May 9, 2011.

- A) The Moderator shall have the option of reading each Article in the Warrant verbatim or summarizing the subject matter therein in general terms, at his discretion.
- B) Upon an Article having been disposed of by vote, the Moderator shall entertain a motion to reconsider said Article or to accept a Resolution pertaining to said Article only during the same session during which said vote was acted upon.
- C) A motion to move the previous question shall require a two-thirds vote and may not be debated.
- D) The Moderator shall not accept a motion to move the previous question by any person discussing the Article until after an intervening speaker has discussed the Article.
- E) A non-voter may request the privilege of addressing the meeting on a motion made under any Article or Resolution offered, the request to be granted by the Moderator unless there is an objection by a voter. Upon objection, the Moderator shall poll the meeting by voice or count, at his discretion, and a majority vote in favor shall entitle said non-voter to address the meeting. However, the Moderator may grant the privilege of the floor to any non-resident Town Department Head without necessity of a vote.
- F) The Moderator shall not entertain the question of the presence of a quorum at any point at which a motion to move the previous question has already been voted.
- G) Speakers addressing the meeting shall be limited to five (5) minutes within which to present their remarks. The Moderator will not recognize anyone who has previously spoken on the Article until all persons wishing to address the meeting have had an opportunity to speak. The Moderator may exercise reasonable discretion in enforcement of this rule.

The foregoing rules are not intended to alter or change the traditional conduct of the Town Meetings in Chatham except as specifically stated above.

COMMONWEALTH OF MASSACHUSETTS

**TOWN OF CHATHAM
ANNUAL TOWN MEETING WARRANT
MONDAY, MAY 9, 2011
6:00 P.M.**

THE COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

GREETINGS:

To any of the Constables of the Town of Chatham in the County of Barnstable.

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby directed to NOTIFY and WARN the INHABITANTS OF THE TOWN OF CHATHAM qualified to vote in elections and Town affairs, to meet in the gymnasium of the Chatham High School on Crowell Road in said Chatham on the 9th day of May at 6:00 o'clock in the evening, then and there to act on any business that may legally come before said meeting, and to meet again in the Community Center on Thursday, the 12th day of May, 2011 to elect the necessary Town Officers as contained in the Warrant.

Polls for the election of Officers will open at 7:00 a.m. and will close at 8:00 p.m.

Article 1 – Annual Town Election

To bring in their votes on one ballot to elect the following Town Officers:

One Selectman for a three (3) year term
One Housing Authority member for a five (5) year term
Two School Committee members for three (3) year terms
Two Regional School Committee members for three (3) year terms
One Regional School Committee member for a two (2) year term
One Regional School Committee member for a one (1) year term

Motion: None

Explanation: *In accordance with the Regional School Committee Agreement the two candidates receiving the highest and second highest number of votes will be elected to three (3) year terms; the candidate receiving the third highest number of votes will be elected to a two (2) year term; and the candidate receiving the fourth highest number of votes will be elected to a one (1) year term.*

Article 2 – Accept Annual Reports

To hear the reports of various Town Officers and Committees and see what action the Town will take relative to the appointment of officers not chosen by ballot, or take any other action in relation thereto.

(Board of Selectmen)

Motion: By Leonard Sussman, Chairman, Board of Selectmen
I move that the Town Moderator and Board of Selectmen be authorized to appoint the necessary Town officers whose appointments are not otherwise provided for and that the Town hear and accept the reports of various Town officers and committees as they appear in the Town Report.

Speaker: William G. Litchfield, Moderator

Explanation: *The purpose of this Article is to enable a Town officer or committee member to address the Town Meeting, particularly if said officer or committee was not able or did not choose to submit a Town Report.*

Article 3 – Fix Salaries – Elected Officials

To fix the salaries of the elected Town officers for the fiscal year beginning July 1, 2011, or take any other action in relation thereto.

<u>Officer</u>	<u>Appropriation FY11</u>	<u>Request FY12</u>
Moderator	\$ 600	\$ 600
Selectmen – Each	2,000	2,000
Chairman – Extra	500	500

(Board of Selectmen)

Motion: By Florence Seldin, Vice-Chairman, Board of Selectmen
I move that the Town vote to fix the salaries of the elected Town officers in accordance with the positions and amounts in this Article.

Speaker: Alix Heilala, Finance Director

Explanation: *In accordance with Massachusetts General Law, Chapter 41, Section 108, salaries and compensation of elected officers must be fixed annually by vote of the Town at an Annual Town Meeting. This Article fixes, but does not appropriate these salaries. Actual appropriation of funds for these salaries occurs under Article 6 – Town Operating Budget.*

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 4 – Consolidated Revolving Funds

To see if the Town will vote pursuant to the authority granted under Massachusetts General Law Chapter 44, Section 53E1/2, to establish or reestablish the following Revolving Funds for the purpose of receiving revenues and making disbursements in connection with the following authorized Town activities, or take any other action in relation thereto.

A) Airport Revolving Fund

All monies received by the Airport Commission from the operation of the Chatham Municipal Airport shall be credited to this fund. The Airport Commission shall be authorized to expend from this fund, without further appropriation, to defray the expenses of the Chatham Municipal Airport operated by the Commission. No more than \$85,000 shall be expended from this fund during fiscal year 2012.

B) Bassett House Revolving Fund

All monies received by the Town from the operation of the lease of the Bassett House shall be credited to this fund. The Town Manager shall be authorized to expend from this fund, without further appropriation, to defray the maintenance expenses of the House operated by the Chamber of Commerce. No more than \$8,000 shall be expended from this fund during fiscal year 2012.

- C) Inspectional Services Revolving Fund
10% of all monies received by the Town from the issuance of all inspection permits shall be credited to this fund. The Community Development Department, with the approval of the Town Manager, shall be authorized to expend from this fund, without further appropriation to defray the expenses of consulting services associated with the approval of inspectional permits. No more than \$55,000 shall be expended from this fund during fiscal year 2012.
- D) Recycling Revolving Fund
All monies received by the Department of Health and Environment from the sale of recycling bins, compost bins, rain barrels, kitchen scrap buckets, water saving devices, recycling bags/totes, and other items particular to recycling conservation, shall be credited to this fund. The Department of Health and Environment, with the approval of the Town Manager, shall be authorized to expend from this fund, without further appropriation, to defray the expense of purchasing additional recycling containers and items particular to recycling and conservation, including advertising the availability of such items. No more than \$5,000 shall be expended from this fund during fiscal year 2012.

(Board of Selectmen)

Motion: By Timothy Roper, Clerk, Board of Selectmen
I move that the Town authorize and approve the Airport Revolving Fund, Bassett House Revolving Fund, Inspectional Services Revolving Fund and the Recycling Revolving Fund for the purposes and in the amounts listed in Article 4 of the Warrant.

Speaker: Alix Heilala, Finance Director

Explanation: *The purpose of these revolving funds is to segregate the revenues generated by each of these operations and to restrict the use of those revenues to the purpose for which they are collected. As required by State statute, the following is an accounting of these funds for the last eighteen months:*

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
<u>Airport Revolving Fund</u>				
FY10	\$11,778.02	\$25,501.11	\$20,586.18	\$16,692.95
FY11	\$16,692.95	\$13,858.98	\$10,035.21	\$20,516.72

(Thru 12/31/10)

Bassett House Revolving Fund

FY10	\$13,748.64	\$ 3,000.00	\$ -	\$16,748.64
FY11	\$16,748.64	\$ 1,250.00	\$ -	\$17,998.64

(Thru 12/31/10)

Inspectional Services Revolving Fund

FY10	\$79,008.10	\$37,290.35	\$40,694.43	\$75,604.02
FY11	\$75,604.02	\$20,873.01	\$26,413.38	\$70,063.65

(Thru 12/31/10)

Recycling Revolving Fund

FY10	\$ 550.13	\$ 6,346.94	\$ 5,982.08	\$ 914.99
FY11	\$ 914.99	\$ 1,553.86	\$ 876.00	\$ 1,592.85

(Thru 12/31/10)

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 5 – Wood Waste Reclamation Facility Enterprise Fund

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum of money to operate the Wood Waste Reclamation Facility Enterprise Fund, or take any other action in relation thereto.

Lease Revenue	\$25,000
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Operating Expenses	\$25,000
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(Board of Selectmen)

Motion: By Sean Summers, Board of Selectmen

I move that the Town vote to appropriate \$25,000 to operate the Wood Waste Reclamation Facility Enterprise Fund, and to meet said appropriation the Town raise \$25,000 through lease revenue.

Speaker: Alix Heilala, Finance Director

Explanation: *Town Meeting voted to adopt Chapter 44 Section 53F1/2 of the Massachusetts General Laws establishing an Enterprise Fund. An enterprise fund establishes a*

separate accounting and financial reporting system to support a specific business activity, in this case the Wood Waste Reclamation Facility. One of the requirements of an enterprise fund is that a budget has to be adopted at Town Meeting every year. The Wood Waste Facility is leased out with annual revenue at approximately \$25,000 per year. The revenue will be used to support groundwater monitoring and other costs associated with the operation of the facility.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 6 – Town Operating Budget

To see if the Town will vote to raise and appropriate and/or transfer from available funds, such sums of money as it determines necessary for Town expenses and charges, including without limitation of the foregoing, debt and interest, wages, salaries and expenses for operation of the Town's departments and offices, all for the fiscal year beginning July 1, 2011 and ending June 30, 2012 inclusive, or take any other action in relation thereto.

(Board of Selectmen)

Budget Overview

				Proposed
Description	10 Actual	11 Approp	12 Dept Req	Budget FY12
Expenses				
Operating Budgets				
General Government	\$1,866,528	\$1,873,652	\$1,792,789	\$1,816,202
Public Safety	5,009,385	5,088,607	5,166,365	5,162,333
Community Development	761,860	736,856	661,100	661,100
Health & Environment	816,048	823,654	785,301	815,635
Public Works & Facilities	3,923,974	3,900,646	3,913,246	3,913,246
Community & Social Services	938,932	942,861	984,057	961,523
Employee Benefits	3,412,026	3,869,383	3,840,390	3,840,390
Undistributed Ins. & Reserve Fund	300,017	351,097	351,097	351,097
Debt Service	4,972,217	5,020,196	5,272,691	5,272,691
Operating Budget Total	\$22,000,987	\$22,606,952	\$22,767,036	\$22,794,217

Motion: By David Whitcomb, Board of Selectmen

I move that the Town vote to appropriate the sum of \$22,794,217 to fund the Operating Budget for the Town for the fiscal year beginning July 1, 2011 for the purposes and amounts designated in the column titled "Proposed Budget FY12" of Article 6 of the Warrant and to meet said appropriation, the Town raise \$21,730,698 through the tax rate and transfer \$170,000 from the Waterways

Improvement Fund, \$870,519 from the Land Bank Fund, \$10,000 from the Wetlands Protection Fund, \$10,000 from Cemetery Perpetual Care Fund and \$3,000 from the Railroad Museum Fund.

Speaker: William G. Hinchey, Town Manager

Explanation: *A full explanation of this funding request and its fiscal context can be seen in Appendix B: Town Manager's Budget Summary.*

The Board of Selectmen's request to the Town Manager was to provide a budget which, aside from School funding, did not increase expenditures allowed by the available 2 ½ spending amount. The Board reviewed the Town Manager's spending request to determine whether or not in their opinion such spending constraints were "affordable" in terms of service delivery. As a result of the Board of Selectmen's budget review, several modifications were made to the Town Manager's budget recommendation and have been incorporated into the budget request printed above. Those changes were as follows:

- 1. to incorporate School funding into a separate warrant article*
- 2. to increase the Town Manager's salary line item by \$25,000*
- 3. to increase the Lighthouse Beach budget line item by \$67,400*
- 4. to increase the Health and Environment salary line item (Shellfish Constable) by \$31,208*
- 5. to increase the Library budget line item by \$5,100*

These changes, if voted, would allow an operating budget which provides for a full and acceptable range of municipal service, and would result in an excess levy capacity of approximately \$200,000.

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 7 – School Operating Budget

To see if the Town will vote to raise and appropriate and/or transfer from available funds, such sums of money as it determines necessary for Educational and School expenses and charges, including without limitation of the foregoing, debt and interest, wages, salaries and expenses for operation of the School's departments and offices, all for the fiscal year beginning July 1, 2011 and ending June 30, 2012 inclusive, or take any other action in relation thereto.

(Board of Selectmen)

Budget Overview

				Proposed
Description	10 Actual	11 Approp	12 Dept Req	Budget FY12
Expenses				
Operating Budgets				
Chatham Public Schools	9,594,435	9,710,595	10,118,742	9,974,126
Cape Cod Regional Technical H.S.	183,157	278,874	287,652	287,652
Operating Budget Total	9,777,435	9,989,469	10,406,394	10,261,778

Motion: By Jeffrey Dykens, Chairman, School Committee
 I move that the Town vote to appropriate the sum of \$10,261,778 to fund the Operating Budget for the Schools for the fiscal year beginning July 1, 2011 for the purposes and amounts designated in the column titled "Proposed Budget FY 12" of Article 7 of the Warrant and to meet said appropriation, the Town raise \$10,261,778 through the tax rate.

Speaker: By Jeffrey Dykens, Chairman, School Committee

Explanation: *The proposed 2012 Town appropriation of \$9,974,126 reflects an increase of \$263,531 from fiscal year 2011. However, there are no town-side funds for the school district's capital expenditures in the FY 2012 budget. Funding for the 2012 capital budget in the amount of \$184,733 has been included in the Chatham Public Schools' operating budget. As such, the total increase in Town funds to support both the operations and the capital expenditures of the Chatham Public Schools is \$128,798. This amount represents a 1.3% increase from the Town's FY11 total appropriation including capital of \$9,845,328.*

In order to sustain our educational programs for students, the Chatham Public Schools continue to utilize School Choice funds to support its operating budget. For FY12 School Choice funds supporting the operating budget total \$1,502,411 or 13% of the total budget. This represents a \$200,000 or 15.4% increase from FY11. The Cape Cod Regional Technical High School assessment is based on the State Preliminary Required Contribution as supplied by the DESE based on the Governor's budget.

Board of Selectmen Recommendation: Approve 3-2-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 8 – Water Department Operating Budget

To see if the Town will vote to raise and appropriate and/or transfer from available funds, such sums of money as it determines necessary for expenses and charges, including without limitation of the foregoing, debt and interest, wages, salaries and expenses for operation of the Town Water Department for the fiscal year beginning July 1, 2011 and ending June 30, 2012 inclusive, or take any other action in relation thereto.

(Water and Sewer Commissioners)

Budget Overview

				Proposed
				Water Budget
Description	10Actual	11Approp	12 Dept Req	FY 12
WATER FUND				
Water Costs				
Operating				
Salaries	192,357	192,635	187,723	187,723
Expenses	1,047,841	1,091,800	1,115,550	1,115,550
Sub-total Operating	1,240,198	1,284,435	1,303,273	1,303,273
Debt				
Principal	823,051	793,174	765,297	765,297
Interest – Long-term	272,229	249,985	219,253	219,253
Interest – Short-term	21,980	100,000	100,000	100,000
Subtotal Debt	1,117,260	1,143,159	1,084,550	1,084,550
Total Water Direct Costs	2,357,458	2,427,594	2,387,823	2,387,823
Overhead – Indirect Costs	210,468	201,324	215,316	215,316
Overhead – Rate payback for Bett	138,751	132,568	126,379	126,379
Subtotal Overhead	349,219	333,892	341,695	341,695
Water Operating Budget	2,706,677	2,761,486	2,729,518	2,729,518

Motion: By Leonard Sussman, Chairman, Board of Selectmen
I move that the Town vote to appropriate \$2,387,823 for direct costs, and further that an additional \$341,695 be transferred to the General Fund to be applied to overhead and indirect costs associated with the Water Department Operating Budget of the Town for the fiscal year beginning July 1, 2011, for the purposes and in the amounts designated in the column titles “Proposed Water Budget FY 12” of Article 8 of the Warrant and to meet said appropriation, the Town raise \$2,329,518, through water receipts and raise \$400,000 through the tax rate.

Speaker: William G. Redfield, Director, Water & Sewer Department

Explanation: *The FY12 Water Department budget was directed towards continuing to improve: the quality of water provided; customer relations; and providing a high level of reliability to the water supplies and distribution system to ensure the Town has safe drinking water and the required flows for fire fighting.*

The Water Department is planning to continue to improve on its services by performing the following projects:

- *Dissemination of information on the Department's water quality and services by preparing and mailing the "Chatham Water Department 2011 Water Quality Report" and the "Chatham Water News" to all water customers;*
- *Perform a valve exercising program with the spring water system disinfection and flushing program;*
- *Maintain all public fire hydrants and perform fire flow tests;*
- *Optimizing the corrosion control system to ensure the water system continues to meet lead and copper regulations;*
- *Cleaning, painting, and keeping organized all well pumping stations;*
- *Update water main and service records;*
- *Maintain and replace water meters; and*
- *Optimize the accuracy of all existing and new accounts on the Town's centralized computer system.*

All the above will be performed by funding the Water Department's budget line items based on FY 2010 actual expenses for operating the water system.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 8-0-0

Article 9 – Five Year Capital Authorization

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, a sum or sums of money, to be expended for capital projects, equipment and expenses, or take any other action in relation thereto.

(Board of Selectmen)

Capital Budget Overview

Description	FY 11	FY 12	FY 12
	Actual	Request	Proposed
CAPITAL PROGRAM & BUDGET SUMMARY			
	CAPITAL		CAPITAL
	BUDGET		BUDGET
General Government	83,300	190,000	60,000
Public Safety	114,700	286,500	52,600
Community Development	7,000	60,000	0
Health & Environment	124,000	156,000	124,000
Public Works (without Water)	533,450	735,000	298,500
Equipment	163,000	547,188	352,500
Schools	134,733	184,733	0
Total Town Funded Capital Budget	1,160,183	2,159,421	887,600

Motion: By Florence Seldin, Vice-Chairman, Board of Selectmen
 I move that the Town vote to appropriate \$887,600 for the purpose of funding the FY12 Capital Budget in the column titled "FY12 Proposed" of Article 9 of the Warrant and to meet said appropriation, transfer \$814,300 from free cash, \$1,000 from cemetery lot sales, \$8,000 from Shellfish Revolving, and \$64,300 from unexpended articles as follows: \$3,236 from Article 9 of the May, 1995 Annual Town Meeting; \$4,461 from Article 14 of the May, 1997 Annual Town Meeting; \$4,183 from Article 7 of the May, 2001 Annual Town Meeting; \$3,669 from Article 6 of the May, 2002 Annual Town Meeting; \$1,525 from Article 7 of the May, 2003 Annual Town Meeting; \$11,150 from Article 6 of the May, 2004 Annual Town Meeting; \$1,075 from Article 10 of the May, 2008 Annual Town Meeting and \$35,000 from Article 10 of the May, 2010 Annual Town Meeting.

Speaker: Alix Heilala, Finance Director

Explanation: *(Appendix G provides a full capital budget detail.)*
The Town's five year capital budget is funded either from free cash, other available reserves or project balance turnbacks. Free cash is generated by revenue from non-property tax sources received in excess of estimates and from budget turnbacks. As expected free cash has declined in the past few years due to our economic decline resulting in lower receipts and fewer budget turnbacks. Once again, many of the requested capital items are deferred to future years due to availability of funds. The items approved for FY2012 are those with the most priority.

Fiscal policy has been established to enable this budget or program to be used as the Town's first hedge against economic decline. This hedge allows the Town to not immediately be forced to cut operating budgets and services. Certain maintenance balances cannot be fully replenished in this program or projects or

vehicle replacement can be delayed. This hedge, or flexibility, can allow time to pass for the economy to recover and revenues to increase.

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 10 – Water Department Capital Budget

To see if the Town will vote to appropriate a sum of \$375,000 for the purpose of paying costs for the design and installation of impervious fill over the abandoned wells and the removal of the old chemical feed building located at the South Chatham Well Field, and for all costs incidental and related thereto, and to transfer from available funds of the Water Department the sum of \$375,000, or take any other action in relation thereto.

(Water and Sewer Commissioners)

Motion: By Timothy Roper, Clerk, Board of Selectmen
I move that the Town appropriate \$375,000 for the design and installation of impervious fill over the abandoned wells and the removal of the old chemical feed building located at the South Chatham Well Field, and for all costs incidental and related thereto, and to transfer from available funds of the Water Department the sum of \$375,000.

Speaker: William G. Redfield, Director, Water & Sewer Department

Explanation: *South Chatham Wells #1 and #2 have frequently experienced the presence of coliform bacteria in the water. These wells are located in an area with a high water table that does not provide adequate protection to the aquifer. During heavy rains and when the pumps are working to meet the Town's larger water demands is when the bacterial contamination is found in these wells' water. Since the reconstruction and redevelopment of Well #2, in 2002, the occurrence of bacterial contamination has been more frequent. Either the construction activities or the wells redevelopment may have enlarged the hole(s) through which surface water recharges the aquifer without adequate filtration. These direct recharge routes could also be the old vacuum wells that have been removed but not sealed; the disturbed areas around Well #2, when it was reconstructed; and/or the old chemical feed building and the areas where the old chemical injection vaults were located. All these possible points of entry are close to Wells #1 and #2. A solution is to remove the old chemical feed building and install an impervious layer of fill over all these points of entry which will require the rain recharge water to travel a longer distance through the soils and better filtration before entering the aquifer.*

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 8-0-0

Article 11 – Meals Tax Increase

To see if the Town of Chatham will vote to accept M.G.L. c. 64(L), §2(a), to impose a local meals excise, or take any other action in relation thereto.

(Board of Selectmen)

Motion: By Florence Seldin, Vice-Chairman, Board of Selectmen
I move that Article 11 be voted as printed in the Warrant.

Speaker: Florence Seldin, Vice-Chairman, Board of Selectmen

Explanation: *A city or town may now impose an excise of 0.75% on the sales of restaurant meals originating within a municipality. This additional tax would become effective on July 1st of this year. It is anticipated that the acceptance of this article would result in approximately \$200,000 of additional annual revenue for the Town of Chatham.*

Board of Selectmen Recommendation: Approve 3-2-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 12 - Disposition of Town Land for Affordable Housing

To see if the Town will vote to donate a portion of land off of Depot Road in Chatham, Massachusetts as shown on a plan on file with the Town Clerk identified by Assessors Map 14E-52, consisting of approximately 28,700 square feet, more or less, as shown in Plan Book 213 Page 13 and more fully described in a deed recorded with the Barnstable County Registry of Deeds in Book 1371 Page 712 owned by the Town of Chatham, to a non-profit agency, to be selected through a competitive public bidding process for the purpose of creating affordable housing, or take any other action in relation thereto.

(Board of Selectmen)

Motion: By Florence Seldin, Vice-Chairman, Board of Selectmen
I move that the Town vote to donate to a non-profit agency a portion of the parcel of land described in the Warrant for the purpose of creating affordable housing.

Speaker: Mary McDermott, Chairman, Affordable Housing Committee

Explanation: *This article proposes to gift a portion of the land known as the “Grange Parcel”, adjacent to Veteran’s Field and fronting on Depot Road and acquired by the Town in 1967, to a non-profit agency for the purposes of creating affordable housing. Approximately 14,000 sq. ft. of the parcel, would be gifted to a non-profit development agency selected through a competitive bidding process. The primary criteria for selecting the most advantageous proposal from a non-profit entity responding to the Request for Proposals (RFP) will include the following:*

construction of affordable housing for households making less than 80% of the area median income, an affordability restriction in perpetuity, a design layout respecting the site's natural features and meeting all applicable requirements for sewage waste disposal. The selected non-profit agency will be responsible for all phases of design, permitting ("friendly" 40B) and construction.

The project concept is to preserve parking for Chatham Anglers games on the eastern portion of the parcel and locate one duplex building (two housing units) on the western half of the lot. The proposed location of the duplex building would maintain a minimum 15 foot setback from the property line and to minimize site disturbance, a 10 foot "no-cut" zone clearing is proposed to maintain existing vegetation along the western and southern property boundaries. Additionally, supplemental plantings are proposed along the eastern boundary for further screening.

The continued creation of housing units is integral towards attaining the Comprehensive Plan's goal of having 10% of the Town's year round housing stock affordable by 2015.

Board of Selectmen Recommendation: Approve 3-2-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 13 - Cemetery Commission Rules and Regulations

~~Strikethrough~~ indicates language proposed for deletion

Underline indicates language proposed for inclusion

To see if the Town will vote to amend the existing Cemetery Rules and Regulations as follows:

In The Town of Chatham the cemetery grounds, both public and private are maintained and controlled by the Cemetery Commission.~~—All burial grounds in the Town are under the control of the Cemetery Commission, both public and private.~~ All visitors are requested to keep in mind that the cemeteries are consecrated to the memories of those who are buried within. Dignified behavior is expected and will be required. In the many years of cemetery operation, it has been shown that it is necessary to adopt and enforce regulations to govern the conduct of visitors, to ensure respect for the dead, protection ~~of~~ the grounds, and the safety of ~~the~~ visitors. The rules and regulations are fair and common sense guidelines.

Rules for Visiting a Cemetery:

- The speed limit is 15 MPH.
- Park on roads only.
- Walk on roads and paths only.
- Do not trespass on private lots and graves.

- Sunbathing, picnicking, and drinking of alcoholic beverages is prohibited and playing in cemeteries is not permitted. Any person found to be intoxicated shall be removed from the cemetery.
- Ball playing, roller-skating, sledding, the riding of bicycles, mini-bikes, go-carts, skateboards, and/or any other types of similar recreational sports are strictly forbidden.
- Loud, boisterous or undignified behavior will not be tolerated.
- Dogs and other pets are not permitted on the grounds.
- Picking of blossoms, flowers or foliage is prohibited.
- Gravestone repairs or rubbings require prior authorization of the Cemetery Commission, or their Coordinator.
- No household trash shall be disposed of in the rubbish containers.

Any person found in violation of the above subsection shall be deemed a trespasser and subject to prosecution therefore.

Purchase of a Cemetery Lot:

The sale of any lot may be made to any ~~Chatham~~ one resident listed on the registered voting list, or a real estate tax payer or any resident in the Town of Chatham. For this rule, a parent or parents, and their children living at the same address will be considered as one residence. In the event a resident of over ten years has been forced to live outside of Chatham due to health conditions beyond his or her control, ~~hethey~~ they may purchase a lot as a special condition of this regulation with the Cemetery Commission's approval. The person or ~~his~~their estate must show evidence of residency to qualify. In any case, not more than two (2) two grave lots will be conveyed to any person, and for the purpose of this regulation a married couple will be considered as one entity in the Chatham Cemeteries where there are single lots, not more than four grave lots maybe sold as a group to any one person.

The sale of any lot will in no case include any part of a roadway, path or walkway, and in no case may a lot be purchased for the sole purpose of resale; for profit, or to circumvent the residency rule. In the event that the purchaser of a lot is unable to use the lot, or wishes to dispose of a lot(s), the lot must be returned to the Town of Chatham, Cemetery Commission. The owner of any lot(s) being returned shall be paid the current price for an equal size lot. Any portion of the original ~~purehase~~ fee that was indicated to be put into a perpetual care fund will not be refunded. The original fee including the perpetual care fees may be refunded if the lot has not been used and the current owner has owned the lot for two years or less, from the date of purchase.

The title of the owner of a lot may not be changed without the written permission of the Cemetery Commission, and all requests must be ~~made~~ in writing.

Use of a Burial Lot(s):

No earth burials or the burial of cremated remains may be made in any cemetery or burial ground in the Town of Chatham without the prior approval of the Cemetery Commission. All requests for burial must be made in writing with a minimum of a forty-eight hour

notice. A separate burial permit is required for each individual burial in accordance with M.G.L. Chapter 114, Sections 45, 46 and 47.

No grave may be opened or re-opened without a written request to the Cemetery Commission, and all arrangements must be made with a licensed funeral director being present from beginning to end.

No lot owner shall permit a burial on any lot if the deceased is not a relative, or an heir of the lot owner without written ~~approval~~permission of the Cemetery Commission.

No lot may be used for any other purpose than the burial of human remains. The use of a burial vault or a concrete burial box is required for all burials. No ashes shall be spread on the surface of any lot, and all ashes being buried on any lot shall be in an urn or a similar type container.

Following a burial in any cemetery or burial ground, the funeral residue must be removed from the lot within two weeks of the burial. Any residue found on any lot after two weeks from the time of the burial may be removed at the discretion of the Cemetery Commission.

Items of personal remembrance maybe left on any burial plot between November 15th and April 15th. At any other time of the year the items must be removed within two weeks of the burial for the ~~maintenance and care~~ and maintenance of the cemetery. In the event the items of personal remembrance have not been removed within ~~at the~~ two week period after the date of the burial, the items may be removed at the discretion of the Cemetery Commission, and ~~will be disposed of in the customary manner as~~ trash.

Cemetery Commission Liability:

The Cemetery Commission will exercise all reasonable care to protect the monuments, markers, and plantings on all burial sites. The Commission will not be responsible for any and all damage caused by routine maintenance, or ~~vandalisms~~ in any cemetery or burial ground in the Town of Chatham, ~~or damages caused by a private contractor providing either burial or maintenance services.~~

Any personal injuries sustained by anyone violating the rules and regulations of the Cemetery Commission will not be the responsibility of the Commission or ~~of~~ the Town of Chatham.

Any damage to a lot or grave markers caused by a ~~burial or by a private contractor~~ working in ~~at the~~ cemetery or burial ground shall be the responsibility of the contractor, the burial company, or the burial vault company. No responsibility will be assumed by the Commission or the Town of Chatham.

Correction of Errors:

The Cemetery Commission reserves, and shall have, the right to correct any errors that may be made by it, the Cemetery Coordinator, or employees of the Commission or the Town of Chatham, either in making interments, disinterment or removals, or in the description, or

conveyance of any interment rights, or lots. Corrective action may be either by canceling such conveyance and substituting and conveying in lieu thereof other interment rights or a lot of equal value and similar location as far as possible, as may be selected by the Cemetery Coordinator, or, in the sole discretion of the Cemetery Commission, by refunding the amount of money paid for the purchase price of the burial plot. In the event of any such error shall involve the interment of the remains of any person in any lot, the Cemetery Commission reserves, and shall have the right to remove and re-inter the remains in such other lot of equal value and similar location as may be substituted and conveyed in lieu thereof.

Monuments, Markers, and Permanent Amenities:

No Monuments, markers, headstones, or borders shall be placed on any lot without prior approval of the Cemetery Commission. This rule shall apply to any type of bench, fence, or curbing. All monuments, markers and headstones shall be placed on concrete footings, which are adequate to support the weight of said amenities, ~~and any.~~ No borders or curbing shall be set flush with the ground so as to not permitted on any lot or lots which hinder the general maintenance of the cemetery grounds.

Markers for cremation plots ~~, when developed in a cemetery in the Town,~~ shall be limited to flat markers, approximately 1' by 2' set flush ~~with~~ to the ground on a concrete ~~foundation~~ footing.

Any markers, headstones, or corner markers improperly set shall be moved and placed in the proper location on a concrete foundation at the expense of the lot owner.

The maintenance, repair, and cleaning of any headstones or grave markers ~~are~~ is the responsibility of the lot owner. In the event that the lot owner is deceased, and there are no heirs of the ~~original owner of the lot,~~ the Cemetery Commission shall have the right to maintain, repair, and to clean any headstones or grave markers, as funds ~~will~~ allow.

~~When installing corner markers, lot corner pipes may not be removed. When corner markers are installed, they are to be set flush with the ground and the original corner marker must be left in place. Original lot markers are usually pipe.~~

Use of Lots Regarding Plantings and Ground Cover:

No type of ground cover or plantings shall be permitted on any lot or within any cemetery in the Town of Chatham without the prior approval of the Cemetery Commission ~~prior to any work being done~~. Plantings of and trees shall be of such size, variety, and located in such a manner as to not hinder the general maintenance of the cemetery grounds. This regulation shall also cover sodding and seeding of cemetery lots.

The use of lawn sprinklers is not permitted in any cemetery. No watering device is to be left unattended. Only hand held nozzles, which are attended, may be used. Any water found ~~to be left on and not~~ unattended shall be turned off ~~without notice,~~ by any member of the Cemetery Commission, staff members, or the Chatham Police Department.

There shall be no glass jars or any type of glass receptacles used for any purpose in a cemetery.

Potted plants, baskets and floral arrangements are to be removed from any area of the cemeteries when the arrangements have served their useful life. This is the responsibility of the lot owners. Christmas wreaths and greens ~~shall~~will be allowed to decorate a burial plot from the last week in November, to February 1st of the following year.

Any flag standards on any lot are not the responsibility of the Cemetery Commission. In the event ~~that a flag or a standard is missing, from a lot, it is the responsibility of the lot owner to of said lot shall~~ contact the proper organization for the replacement of the same, such as the V.F.W., Legion, Fire and Police Departments, or any other organization to have it replaced. In the event a member of the family is a veteran ~~and has been buried in a Chatham Cemetery, for information regarding flag standards and flags, please, the family may~~ contact the V.F.W. or Legion at 1-508-945-0554. The Cemetery Commission ~~may~~ does collect and properly dispose of any flags found in the cemeteries that are all damaged and broken or damaged flags.

Existing plantings that are in the cemeteries ~~that, and~~ have over grown and are interfering with the use of any ways, roadways, or the use of adjoining lots, or are deemed to be causing damage to adjoining lots shall be removed by the lot owner of said lot. The Cemetery Commission shall have the sole right to make the determination if plantings or trees are causing an obstruction or are a problem to adjoining lots, or are a maintenance problem for the Commission. In the event the trees or plantings are restricting the immediate burial on an adjoining lot, the Cemetery Commission shall have the sole right to take whatever action ~~necessary~~ to permit the burial. Other than the conditions created by an immediate burial, the Cemetery Commission shall make a reasonable effort to contact a lot owner ~~regarding obstructions caused by overgrown trees and plantings, or trees and plantings, or heir of the owner, regarding the problem with the over grown conditions, or plantings of any kind~~ improperly placed in the cemetery. In the event that the Cemetery Commission ~~owner cannot locate or contact the owner or heirs of the owner be found,~~ the Commission shall will put one notice in the local newspaper of said condition. Said notice shall give the common name of the cemetery, the name of the lot owner, the lot number, and a short description of the work to be done. Fourteen days after the notice appears in the newspaper, if the Commission has not been contacted, the Commission may take whatever action that the Commission feels is necessary to correct the matter. The cost shall be billed to the record owner or to their heirs.

SEASIDE CEMETERY – SECTION “A”

In Section “A” of Seaside Cemetery the following shall apply and shall be strictly enforced by the Commission and any employees thereof.

1. All single lots will be use in the following manner. One full size earth burial and one cremation will be permitted, or the single lot maybe used for up to four cremation urns.
2. All work performed on graves or lots by the owner, or by their order, shall be performed only with prior written authorization of the Cemetery Commission, in order to preserve as much as possible the natural appearance of the cemetery.

3. Only flat markers will be allowed in Section "A", being made of bronze, granite, marble, or slate. All markers shall be centered on the lot at either the head of the lot, or at the med-line. No upright markers shall be permitted in this Section "A".
4. Corner markers maybe placed in the corners of the lots, and must be set flush to the ground.
5. Fences, borders, curbing, hedges, trees, invasive plantings, crushed stone, shells, or any other material, other than grass, shall be prohibited.
6. No signs, lettered boards, Sheppard hooks, wind chimes, novelty items, votive candles will be permitted at any grave site in section "A".
7. No more than four single lots shall be sold to any one resident listed on the registered voting list, or a real estate tax payer in the Town of Chatham. For this rule, a parent or parents, and their children living at the same address will be considered as one residence.

Every effort is being made to keep Section "A" as natural as possible, and to not distract attention from the Old Methodist Cemetery or the Veterans War Memorial which are adjacent this new section.

These rules and regulations shall replace any and all prior rules and regulations of the The Town of Chatham Cemetery Commission. Each section of reserves the right to enforce these rules and regulations shall be construed as separate to the end that if any clause, phrase, section, or sentence thereof shall be held invalid for any reason, the remainder of the rules and regulations shall continue in full force and effect. These rules and regulations may be amended from time to time by the Cemetery Commission for the Town of Chatham as provided for in the Commonwealth of Massachusetts General Laws., and to cause a person or persons who have knowingly violated a rule or regulation to attend a hearing. In the event there is information presented at the hearing to show wrong doing, The Cemetery Commission may impose a fine of \$ 50.00 dollars for each violation of these Rules and Regulations.

These rules and regulations shall take effect upon their acceptance by the Chatham Town Meeting-Current Rules and Regulations were effective May 9, 2005.

Rules and Regulations as amended are to become effective May 2010.

And, add the following attachments:

Appendix 1 - Property Under the Care of the Chatham Cemetery Commission
Form - Burial Information
Form - Buy Back of Cemetery Lot by the Town

(Cemetery Commission)

Motion: By, George Goodspeed, Chairman, Cemetery Commission
I move that the Town vote to amend the existing Cemetery Rules and Regulations as printed in the Warrant.

Speaker: George Goodspeed, Chairman, Chatham Cemetery Commission

Explanation: *These changes to the Cemetery Rules and Regulations are necessary to make them easier to understand and to allow continued effective management.*

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 14 - Chatham Housing Authority - Chatham Resident Voucher Program

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to fund the Chatham Resident Voucher Program, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: Joanne Taylor, Community Preservation Committee
I move that the Town vote to appropriate the sum of \$239,720 from FY 2012 Community Preservation Fund Revenues in order to fund the Chatham Resident Voucher Program.

Speaker: Joanne Taylor, Community Preservation Committee

Explanation: *This article is a continuation of the successful rental assistance program providing affordable rental units in Chatham. The program provides rental assistance, allowing an unaffordable unit to become affordable. Tenants are required to meet income requirements, where they are at or below 60% of the Barnstable County Area median income. This program expects to assist 24 families as the demand for rental assistance remains high.*

Community Preservation Committee Recommendation: Approve 7-0-0

Board of Selectmen Recommendation: Approve 3-2-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 15 - 300th Anniversary Historic Signs

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to fund signs for placement on historic sites located in Chatham or take any other action in relation thereto.

(Community Preservation Committee)

Motion: Victor Di Cristina, Community Preservation Committee
I move that the Town vote to appropriate the sum of \$22,000 from FY 2012 Community Preservation Fund Revenues to fund signage to identify historic sites/buildings in Chatham.

Speaker: Victor Di Cristina, Community Preservation Committee

Explanation: *This seeks funding for fourteen signs that will identify historic sites within the town to correspond with our 300th anniversary. The signs will not only identify historic sites but will educate the public as to the significance of each site/building to the town of Chatham. The sites include:*

<i>Town Office Building (2)</i>	<i>Marconi Site</i>
<i>Lighthouse Overlook</i>	<i>Railroad Depot</i>
<i>Chatham Lighthouse</i>	<i>Godfrey Grist Mill</i>
<i>Atwood School</i>	<i>Monomoy National Wildlife Center</i>
<i>Mayo House</i>	<i>Champlain Monument</i>
<i>Nickerson Family Center (2)</i>	<i>Chatham Fish Pier</i>

Community Preservation Committee Recommendation: Approve 7-0-0

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 16 - Marconi Station Brick Residential Building Utility Improvements

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to fund utility/site improvements at the former Marconi-RCA property in the vicinity of the two brick residences (589 Old Comers Road and 95 Old Comers Road) to enable the reuse of said residences; or take any other action in relation thereto.

(Community Preservation Committee)

Motion: Jane Moffett, Community Preservation Committee
I move that the Town vote to appropriate the sum of \$30,000 from the FY2012 Community Preservation Revenues in order to fund utility/site improvements at the former Marconi-RCA property near the two historic brick residences (589 Old Comers Road and 595 Old Comers Road) in order to provide future reuse of the residential buildings.

Speaker: Jane Moffett, Community Preservation Committee

Explanation: *This request is consistent with the overall plan for the Marconi-RCA site keeping in mind its historic significance while providing reuse of all four buildings. The Hotel and Operations buildings site improvements are nearly finished and approval of this article would complete the site/utility improvements for the entire property. The Title V installation for the residences would allow their re-use consistent with the goals for the property.*

Community Preservation Committee Recommendation: Approve 7-0-0
Board of Selectmen Recommendation: Approve 5-0-0
Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 17 - Community Preservation Fund Reserve (Open Space)

To see if the Town will vote to reserve for later appropriation a sum of money it determines necessary for open space, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: John Kaar, Community Preservation Committee
I move that the Town vote to reserve \$87,500 from FY 2012 Community Preservation Revenues for Open Space.

Speaker: Alix Heilala, Finance Director

Explanation: *The Community Preservation Act requires 10% of estimated revenues be appropriated or set aside (reserved for later appropriation) for the each of the following three categories: Open Space, Historic Resources, and Community Housing. The \$87,500 is to meet the 10% requirement for Open Space for FY 2012.*

Community Preservation Committee Recommendation: Approve 6-0-0
Board of Selectmen Recommendation: Approve 5-0-0
Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 18 - Community Preservation Fund Reserve (Historic Resources)

To see if the Town will vote to reserve for later appropriation a sum of money it determines necessary for historic preservation, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: John Kaar, Community Preservation Committee
I move that the Town vote to reserve \$35,500 from FY 2012 Community Preservation Revenues for Historic Resources.

Speaker: Alix Heilala, Finance Director

Explanation: *The Community Preservation Act requires 10% of estimated revenues be appropriated or set aside (reserved for later appropriation) for each of the following three categories: Open Space, Historic Resources, and Community*

Housing. The \$35,500 is to meet the 10% requirement for Historic Resources for FY 2012.

Community Preservation Committee Recommendation: Approve 6-0-0

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 19 - Administrative Costs

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary for the purpose of funding administrative costs associated with the Community Preservation Act, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: John Kaar, Community Preservation Committee
I move that the Town vote to appropriate the sum of \$15,000 from FY 2012 Community Preservation Fund Revenues for the purpose of funding administrative costs associated with the Community Preservation Act.

Speaker: John Kaar, Community Preservation Committee

Explanation: *The Community Preservation Act allows Town Meeting to appropriate up to 5% of estimated revenues for the Community Preservation Committee to carry out its statutory duties. This year \$15,000 is being requested for clerical expenses, appraisals, consulting and legal services.*

Community Preservation Committee Recommendation: Approve 7-0-0

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 20 - Zoning: Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) Changes

~~Strikethrough~~ indicates language proposed for deletion
Underline indicates language proposed for inclusion
Bold Italicized Words are defined in the existing Bylaw

To see if the Town will vote to amend its Protective (Zoning) Bylaw, **Section IV., Subsection B. Flood Plain District, Paragraph 3. District Location** as follows:

3. District Location

The Flood Plain District is herein established as an overlay district. The District includes all special flood hazard areas ~~designated on the Flood Insurance Rate Maps (FIRM) for the Town of Chatham dated June 20, 1998 (or as most recently amended) as Zones A, AE, AH, AO, A1-30, A99, V and V1-30. These maps, as well as the accompanying Town of Chatham Flood Insurance Study are incorporated herein by reference and are on file with the Planning Board, Town Clerk and the Building Inspector.~~ within the Town of Chatham designated as Zone A, AE, AH, AO, A99, V, or VE on the Barnstable County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Barnstable County FIRM that are wholly or partially within the Town of Chatham are panel numbers 250010609I, 250010616I, 250010617I, 250010626I, 250010627I, 250010628I, 250010629I, 250010631I, 250010633I, 250010636I, 250010637I, 250010638I, 250010639I, 250010641I, 250010850I, 250010875I dated June 16, 2011 (or as most recently amended). The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Barnstable County Flood Insurance Study (FIS) report dated June 16, 2011 (or as most recently amended). The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Official and Conservation Commission.

Also amend, **Section IV., Subsection B. Flood Plain District, Paragraph 4. Development Regulations**, sub-paragraph **a.** and sub-paragraph **d.** as follows:

4. Development Regulations

- a. All *development* in the district including structural and non-structural activities whether permitted by right or by Special Permit must be in compliance with the following:
 1. ~~Chapter 131, Section 40 of the Massachusetts General Laws. (See Wetlands Protection, 310 CMR 10.00, Department of Environmental Quality Engineering)~~ Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00), Coastal Wetlands Restriction, DEP (currently 310 CMR 12.00) and Inland Wetlands Restriction, DEP (currently 310 CMR 13.00)
 2. ~~The State Environmental Code — Title V, Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, Department of Environmental Quality Engineering~~ Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5)
 3. ~~The Flood Resistant Construction requirements of the Massachusetts State Building Code. Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas (currently 780 CMR 120.G, "Flood Resistant Construction and Construction in Coastal Dunes")~~
- d. ~~In unnumbered A zones, in the absence of Federal Insurance Administration data, the *base flood* elevations shall be determined by obtaining, reviewing and reasonably utilizing any existing *base flood* elevation data from federal, state or other sources.~~ In Zones A and AE,

along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the **base flood** discharge.

Also amend, **Section IV., Subsection A. Conservancy Districts, Paragraph 4. Prohibited Uses, sub-paragraph e.** as follows:

- e. No person shall construct any **building** in Zones V and ~~V1-30~~ VE, as defined on the Barnstable County Flood Insurance Rate Maps, prepared by the National Flood Insurance Program for the Town of Chatham, dated June 20 16, 1998-2011 (or as most recently amended).

Also amend, **Section IV., Subsection A. Conservancy Districts, Paragraph 5. Location, sub-paragraph a.1.** as follows:

- a. The Coastal Conservancy Districts shall consist of all the **submerged lands** along the coast of Town, and areas subject to flooding including:
 1. Areas delineated as the 100-year flood plain (Zones A, AO, AH, ~~A1-30~~ AE, A99, V and ~~V1-30~~ VE on the Flood Insurance Rate Maps, prepared by the National Flood Insurance Program for the Town of Chatham dated June 20 16, 1998-2011 (or as most recently amended)).

And amend, **Section II., Definitions, Subsection B.**, as follows:

45. **“FLOOD HAZARD AREA”** means the land in the flood plain subject to a one percent (1%) or greater chance of flooding in any given year. It includes those areas shown on the Flood Insurance Rate maps (dated ~~January 1998~~ June 16, 2011 (or as most recently amended) prepared by the Federal Emergency Management Agency as Zones A, AO, AH, ~~A1-A30~~ AE, A99, V and ~~V1-V30~~ VE.

Or take any other action in relation thereto

(Planning Board)

Motion: By David Whitcomb, Board of Selectmen
I move that the Town vote to amend its Zoning Bylaw as printed in the Warrant for Article 20.

Speaker: Cory Metters, Chairman, Planning Board

Explanation: *In light of the announcement of the effective date of the new Flood Insurance Rate Maps (FIRM) and Flood Insurance Study (FIS) for Barnstable County by the Federal Emergency Management Agency (FEMA), this Article proposes to change references in the Zoning Bylaw to comport with the recently issued revised FIRM and FIS documents. The proposed changes will not impact the*

structure of the Zoning Bylaw beyond updating references in the Flood Plain Overlay District, Conservancy District, and Definitions sections. FEMA requires the use of these new maps starting on June 16, 2011. Implementing the proposed changes in this Article will enable the Town to continue its participation in the National Flood Insurance Program (NFIP) which was created in 1968 to help cut the costs to taxpayers of federal disaster relief for flooding. In order for residents of a community to be eligible to receive flood insurance, the community must continue to meet the NFIP's minimum requirements for floodplain management.

Planning Board Recommendation: Approve 6-0-0

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 21 – Zoning: Restricting Building Construction within Buildable Upland

~~Strikethrough~~ indicates language proposed for deletion

Underline indicates language proposed for inclusion

Bold Italicized Words are defined in the existing Bylaw

To see if the Town will vote to amend its Protective (Zoning) Bylaw, **Section III. District Regulations, Paragraph D. District Area Regulations, Subparagraph 3. Specific Requirements, a. Minimum Lot Conditions, 1. Upland Requirements,** as follows:

The minimum required area of a ***lot***, when used for ***building*** purposes shall not include land under any water body, below mean high water or within the layout of ways. A buildable ***lot*** in any zoning district shall contain not less than twenty thousand (20,000) square feet of ***buildable upland***, as defined in Section II of this Bylaw, excepting that lots created for ***building*** purposes prior to May 1, 1984 shall contain not less than ten thousand (10,000) square feet of such ***buildable upland*** or the minimum ***lot area*** required in that district if less than ten thousand (10,000) square feet. No ***lot*** shall be filled to conform with the minimum upland square foot requirement. ***Structures***, exclusive of those subject to a Special Permit as defined in Section IV. Overlay Districts, Paragraph 3. Special Permit Uses of this Bylaw, shall be constructed only in the ***buildable upland*** area of a ***lot***.

Or take any other action in relation thereto

(Planning Board)

Motion: By Leonard Sussman, Chairman, Board of Selectmen
I move that the Town vote to amend its Zoning Bylaw as printed in the Warrant for Article 21.

Speaker: Cory Metters, Chairman, Planning Board

Explanation: *A minimum amount of buildable upland is required on a lot for the construction of a building, but the current zoning bylaw lacks the requirement that the structure be located on the upland portion. The amendment corrects this omission.*

Planning Board Recommendation: Approve 4-1-0

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 22 – Petition to Amend United States Constitution

To see if the Town will vote to ask the State Legislature to petition the United States Congress to initiate the process of an amendment to the United States Constitution which would allow Congress and the states to ban altogether or impose reasonable limits on the expenditure of money by corporations to influence elections.

Explanation: On January 21, 2010, the United States Supreme Court, by a 5-4 vote, ruled that the free speech rights of corporations rendered unconstitutional restrictions on the expenditure of money by corporations in an election contest, restrictions which had been part of federal law since 1907. This decision opened the door to unlimited corporate money in federal, state and local elections, and it is estimated that 15% of the money spent on the elections in 2010 came from corporate sources. Many of the ads were purchased through corporations set up for that purpose, so that voters would not know who was sponsoring the ads. Since the decision was on constitutional grounds, only a constitutional amendment can overturn it.

(by petition)

Board of Selectmen Recommendation: Approve 3-2-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 23 – Stony Hill Road Sidewalk

To see if the town will vote to appropriate a sufficient sum of money to complete the sidewalk along Stony Hill Road from Crowell Road to Route 28, as voted in article 27 of the May 10, 1993 annual town meeting.

Explanation: The sidewalk endorsed by voters in 1993 was completed from Crowell Road to 210 Stony Hill Road (across from the Council on Aging Senior Center), where it abruptly ends, forcing pedestrians onto the busy road. Approval of this article would authorize the highway department to complete the sidewalk the additional distance to Route 28, approximately 290 feet.

(by petition)

Board of Selectmen Recommendation: Recommendation from Town Meeting Floor

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 24 – Amend Zoning Bylaw – Grade Plane Definition

Article 1 – Zoning: Grade Plane Definition

~~Strikethrough~~ indicates language proposed for deletion; Underline indicates language proposed for inclusion; ***bold italicized words*** are defined in the bylaw.

To see if the Town will vote to amend its Protective (Zoning) Bylaw, Section II., Definitions, subsection B as follows:

48 49. Grade Plane means a reference plan representing the average of the ~~finished~~ existing, undisturbed ground levels adjoining a ***building*** or ***structure*** at all exterior walls prior to construction, grading or filling. Where the finished ground slopes away from the exterior walls, the reference plane shall be established by averaging the lowest points of the existing ground level within the area between the ***building*** and the lot line or, where the lot line is more than twenty (20) feet from the building at a point 20 feet from the ***building***.

And amend Appendix II. Schedule of Dimensional Requirements (Table), Maximum Building Height (Column), by adding the following new footnote:

14. The Zoning Board of Appeals is authorized to waive maximum building height by Special Permit in cases where it can be proven that unusual topographic challenges will result in an undesirable architectural design.

And amend Section II., Definitions, subsection B by adding the new definitions as follows:

28. Clearing means the removal or causing to be removed, through either direct or indirect actions, trees, shrubs, sand and gravel, vegetation and/or topsoil from a site, or any material change in the use or appearance of the land. Actions considered to be clearing include, but are not limited to: causing irreversible damage to roots or trunks of trees; destroying the structural integrity of vegetation; and/or any filling excavating or grading.

50. Grading means any excavation, filling or clearing which alters the existing surface of the land.

53. Filling means the act of transporting or placing by any manner or mechanism material to any soil surface or vegetation.

Including the renumbering of **Subsection B**, accordingly to account for adding the above new definitions.

And amend Appendix II. Schedule of Dimensional Requirements, Footnotes, as follows:

The Zoning Board of Appeals is authorized by to waive these requirements by Special Permit where it can be proven that unusual topographical challenges will result in an undesirable architectural design.

Motion: I move that the Town vote to amend its Protective Bylaw (Zoning) as set forth in this Article in the Warrant.

Explanation: The intent is to respond to complaints that the level of some properties has been raised prior to new construction and is inconsistent with the level of neighboring properties. These situations, which may be limited in number, can have a marked, negative impact on that neighborhood's character. Chatham must anticipate that increasing pressures from escalating land values may cause property owners to maximize the structures placed on their property. This trend may accelerate in the future. This revision brings Chatham's measure of building height into conformity with almost all other Cape Cod towns which measure building height, as we propose, from either an existing or natural and undisturbed grade.

(by petition)

Planning Board Recommendation: Recommendation from Town Meeting Floor

Board of Selectmen Recommendation: Recommendation from Town Meeting Floor

Finance Committee Recommendation: Recommendation from Town Meeting Floor

**Article 25 – Amend Zoning Bylaw – Restricting Building Construction
Within Buildable Upland**

Article 2 – Zoning: Restricting Building Construction Within Buildable Upland

~~Strikethrough~~ indicates language proposed for deletion; Underline indicates language proposed for inclusion; ***bold italicized words*** are defined in the bylaw.

To see if the Town will vote to amend its Protective (Zoning) Bylaw, Section III. District Regulations, Paragraph D. District Area Regulations, Subparagraph 3. Specific Requirements,

a. Minimum Lot Conditions, 1. Upland Requirements, as follows:

The minimum required area of a *lot*, when used for *building* purposes shall not include land under any water body, below mean high water or within the layout of ways. A buildable *lot* in any zoning district shall contain not less than twenty thousand (20,000) square feet of ***buildable upland***, as defined in section II of this Bylaw, excepting that lots created for building purposes prior to May 1, 1984 shall contain not less than ten thousand (10,000) square feet of such ***buildable upland*** or the minimum *lot area* required in that district if less than ten thousand (10,000) square feet. No *lot* shall be filled to conform with the minimum upland square foot requirement. **Structures**, exclusive of those subject to a Special Permit as defined in Section IV. Overlay Districts, Paragraph 3., Special Permit Uses of this Bylaw, shall be constructed only in the ***buildable upland*** area of a lot.

Motion: I move that the Town vote to amend its Protective Bylaw (Zoning) as set forth in this Article in the Warrant.

Explanation: A minimum amount of buildable upland is required on a lot for the construction of a building, but current law lacks the requirement that the structure must be located on the upland portion. The amendment corrects this omission and provides protections to wetland areas under zoning bylaw that are consistent with Conservation Commission regulations.

(by petition)

Planning Board Recommendation: Recommendation from Town Meeting Floor
Board of Selectmen Recommendation: Recommendation from Town Meeting Floor
Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 26 – Amend Zoning Bylaw – Inland Conservancy District Setbacks

Article 3 – Zoning: Inland Conservancy District Setbacks

~~Strikethrough~~ indicates language proposed for deletion; Underline indicates language proposed for inclusion; bold italicized words are defined in the bylaw.

To see if the Town will vote to amend its Protective (Zoning) Bylaw, Appendix II. Schedule of Dimensional Requirements (Table), Minimum Building/Structure Setbacks, Conservancy Districts, Inland (Column) as follows:

District		Feet
R 60	25	<u>50</u>
R40	25	<u>50</u>
R40A	25	<u>50</u>
R30	25	<u>50</u>
R20	25	<u>50</u>
R20A	25	<u>50</u>
SB	25	<u>50</u>
GB-1	25	<u>50</u>
GB-2	25	<u>50</u>
GB-3	25	<u>50</u>
I	25	<u>50</u>
RC3	50	50
M	N/A	N/A
M/C	N/A	N/A

Motion: I move that the Town vote to amend its Protective Bylaw (Zoning) as set forth in this Article in the Warrant.

Explanation: Current law prohibits a structure from being closer than 50 feet from a coastal shoreline; but it allows structures to be only 25 feet from an inland wetland. The amendment would require set backs from a Coastal Conservancy District and an Inland Conservancy District to be the same 50 feet. The amended setbacks would establish conformity in Chatham’s zoning bylaw with the town’s conservation regulations.

(by petition)

Planning Board Recommendation: Recommendation from Town Meeting Floor
Board of Selectmen Recommendation: Recommendation from Town Meeting Floor
Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 27 – Amend Zoning Bylaw – Filling and Removal of Natural Cover

Article 4 – Zoning: Filling and Removal of Natural Cover

~~Strikethrough~~ indicates language proposed for deletion; Underline indicates language proposed for inclusion; ***bold italicized words*** are defined in the bylaw.

To see if the Town will vote to amend its Protective (Zoning) Bylaw, Section III. District Regulations, Paragraph D. District Area Regulations, Subparagraph 3. Specific Requirements, a. Minimum Lot Conditions, by inserting a new Subparagraph K. Filling and Removal of Natural Cover.

A special permit is required for the filling and clearing of vegetation including trees of an area of more than ten thousand (10,000) square feet. As a condition for granting a permit, the Board of Appeals shall require a landscape plan be submitted specifying the extent of the filling and clearing, the restoration envisioned and the length of time until completion. The Board of Appeals shall give consideration to the topography of the site, the extent to which the application conforms with the general character of the surrounding neighborhood and assurance of compliance.

And amend Section II., Definitions, subsection B by adding the new definitions as follows:

Clearing means the removal or causing to be removed, through either direct or indirect actions, trees, shrubs, sand and gravel, vegetation and/or topsoil from a site, or any material change in the use or appearance of the land. Actions considered to be clearing include, but are not limited to: causing irreversible damage to roots or trunks of trees; destroying the structural integrity of vegetation; and/or any filling excavating or grading.

Filling means the act of transporting or placing by any manner or mechanism material to any soil surface or vegetation.

Motion: I move that the Town vote to amend its Protective Bylaw (Zoning) as set forth in this Article in the Warrant.

Explanation: There are no limitations about land clearing and filling in the current bylaw. This has resulted in some lots being scraped of all vegetation and in some cases piles of fill being left in an unsightly condition for unlimited periods of time. The amendment would require a special permit if an area of 10,000 square feet is to be cleared and or filled. Requiring a special permit for such activities provides notice to abutters of changes in topography that may impact their properties and neighborhood character.

(by petition)

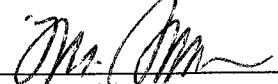
Planning Board Recommendation: Recommendation from Town Meeting Floor

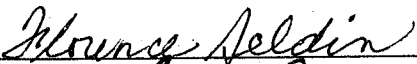
Board of Selectmen Recommendation: Recommendation from Town Meeting Floor

Finance Committee Recommendation: Recommendation from Town Meeting Floor


And you are directed to serve this Warrant by posting attested copies thereof at the several Post Offices in said Town, fourteen days at least, before the time of holding said meeting. Hereof fail not and make due return of the Warrant, with your doings thereon, to the Town Clerk, at the time and place of meeting as aforesaid.

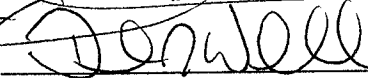
Given under our hands this 5th day of April in the year of our Lord, Two Thousand and Eleven.


Leonard M. Sussman, Chairman

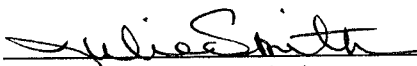

Florence Seldin, Vice Chairman


Timothy L. Roper, Clerk


Sean Summers


David R. Whitcomb
Chatham Board of Selectmen

A True Copy, Attest


Julie Smith, Town Clerk

Barnstable, ss.

Pursuant to the written WARRANT, I have notified and warned the inhabitants of the Town of Chatham by posting attested copies of the same in each of the Post Offices of said Town at least fourteen days before May 9, 2011 on _____ 2011.

Constable

Date

APPENDIX A

BUDGET OVERVIEW

**TOWN OF CHATHAM, MASSACHUSETTS
BUDGET OVERVIEW
FISCAL 2012**

REVENUES

<u>Sources</u>	<u>General Fund</u>	<u>%</u>	<u>Water Fund</u>	<u>%</u>	<u>Total</u>	<u>% of overall</u>
Property Taxes (net of overlay)	\$ 25,527,568	74.27%	\$ 400,000	14.48%	\$ 25,927,568	69.82%
Local Receipts	5,378,200	15.65%			5,378,200	14.48%
Water Revenues	341,695	0.99%	2,362,823	85.52%	2,704,518	7.28%
Free Cash	814,300	2.37%			814,300	2.19%
State Aid (net of assessments & offsets)	745,013	2.17%			745,013	2.01%
Other Available Funds	1,136,819	3.31%			1,136,819	3.06%
Community Preservation/Land Bank Funds	429,720	1.25%			429,720	1.16%
Bond Authorization	-	0.00%	-	0.00%	-	0.00%
Total Revenues	\$ 34,373,315	100.00%	\$ 2,762,823	100.00%	\$ 37,136,138	100.00%

EXPENDITURES

<u>Uses</u>	<u>General Fund</u>	<u>%</u>	<u>Water Fund</u>	<u>%</u>	<u>Total</u>	<u>% of overall</u>
Operating Budget:						
General Government	\$ 1,816,202	5.28%			\$ 1,816,202	4.89%
Public Safety	5,162,333	15.02%			5,162,333	13.90%
Community Development	661,100	1.92%			661,100	1.78%
Coastal Resources	-	0.00%			-	0.00%
Health & Environment	815,635	2.37%			815,635	2.20%
Water Operations			1,303,273	47.17%	1,303,273	3.51%
Public Works & Facilities	3,913,246	11.38%			3,913,246	10.54%
Community & Social Services	961,523	2.80%			961,523	2.59%
Education	10,261,778	29.85%			10,261,778	27.63%
Employee Benefits	3,840,390	11.17%			3,840,390	10.34%
Undistributed Insurance & Reserve Fund	351,097	1.02%			351,097	0.95%
Debt Service	5,272,691	15.34%	1,084,550	39.26%	6,357,241	17.12%
Total Operating Budget	33,055,995		2,387,823	86.43%	35,443,818	
Capital Budget (non-Bonding)	887,600	2.58%	375,000	13.57%	1,262,600	3.40%
Capital (Bond Authorizations)	-	0.00%	-		-	0.00%
Routine Town Meeting Articles	-	0.00%			-	0.00%
Community Preservation/Land Bank Projects	429,720	1.25%	-		429,720	1.16%
Total Expenditures	\$ 34,373,315	100.00%	\$ 2,762,823	86.43%	\$ 37,136,138	100.00%

APPENDIX B

TOWN MANAGER'S FY12 FISCAL SUMMARY

Town Manager's Budget Recommendation Summary for FY12

Summary

The Board of Selectmen's goal for the FY12 municipal budget was quite simple: to minimize spending. No goals were set to provide new or enhanced programs or services for the community. The sole goal established was to keep spending within the limits of Proposition 2 ½, and if practical, not increase spending at all. The following report describes in detail how that goal was achieved. It provides a clear depiction of how municipal service is effected by the attainment of the level funding goal.

The not unexpected secondary goal which results from a level funded budget (excluding schools and debt) is a smaller municipal government. The FY12 budget herein proposed continues to provide the full range of municipal services for the third consecutive year during this fiscal downturn, and minimizes fiscal impact on the taxpayers of our community.

Since previous budgets have become leaner, the only mechanism available to pay for the inevitable increased costs of certain Town services without increased spending was to reduce staff. If the FY12 budget is adopted as proposed, municipal staff levels in the past four fiscal years will have been reduced by fifteen percent reverting to staff levels of ten years ago. School spending and increased cost of debt in FY12 will increase Chatham's tax levy, but within the limits of Proposition 2 ½.

				Proposed Budget FY12	
Description	10 Actual	11 Approp	12 Dept Req		%
Expenses					
Operating Budgets					
General Government	\$ 1,866,528	\$ 1,873,652	\$ 1,794,783	\$ 1,794,783	-4.21%
Public Safety	5,009,385	5,088,607	5,163,331	5,091,899	0.06%
Community Development	761,860	736,856	661,100	661,100	-10.28%
Health & Environment	816,048	823,654	785,301	785,301	-4.66%
Public Works & Facilities	3,923,974	3,900,646	3,913,396	3,913,246	0.32%
Community & Social Services	938,932	942,861	987,798	940,957	-0.20%
Education	9,777,592	9,989,469	10,205,141	10,205,141	2.16%
Employee Benefits	3,412,026	3,869,383	4,037,303	3,840,390	-0.75%
Undistributed Ins. & Reserve Fund	300,017	351,097	351,097	351,097	0.00%
Debt Service	4,972,217	5,020,196	5,272,691	5,272,691	5.03%
Operating Budget Total	\$ 31,778,579	\$ 32,596,421	\$ 33,171,941	\$32,856,605	0.80%

Proposition 2 ½ Allowable Growth

Each year communities in Massachusetts are limited as to how much their respective budget growth may be to 2 ½% above their existing levy unless an exemption is granted. Not only is this limitation onerous in respect to maintaining existing service cost increases, but it is further a challenge inasmuch as the tax levy only covers a percentage of the overall municipal costs each year. The balance of municipal financing is derived from miscellaneous “estimated receipts”. The percentage split of levy to estimated receipts in Chatham is 70/30. Reliance upon estimated receipt levels is a boon in times of economic growth, but a compounding challenge during economic decline. Chatham’s estimated receipts continue to decline and are now at precarious levels in terms of provision of adequate funding for the Town’s base budget and Five Year Capital Plan.

The following funding is available to the Town in FY12 given the restrictions of Proposition 2 ½ (as shown in detail in addendum #2 to this report).

2 ½ Allowable Growth	\$550,000
New Growth	<u>239,410</u>
Total	\$789,410
School Share (adjusted)	\$263,531
Town Share	\$494,078

Necessity and Magnitude of Budget Reductions

Each year it is a challenge to keep municipal spending within the limits of Proposition 2 ½. Certain “budget busters” exist in any municipal budget and quickly consume any additional available funds. In August of last year these areas of potential budget concern were identified (see Page 7 addendum #3). The challenge of FY12 was not simply to contain spending within the limits of 2 ½ available additional revenue, but to level fund the municipal side of the budget and to not use any of this available tax levy capacity. Therefore, the municipal government budget (minus the schools and debt) needed to be reduced by an amount corresponding to the sum of the “budget busters” growth. The necessary growth areas in the municipal budget are listed below.

Sewer Department	\$105,000
Fire Department	100,000
Steps	<u>65,000</u>
Total	\$270,000

The municipal budget therefore needed to be cut by \$270,000 below last year’s level in order to achieve the Board of Selectmen’s FY12 goal.

How the Reductions Were Achieved

The past several municipal budgets have not only relied upon staff reductions, but also upon economies in most available expenses. No further expense reductions are available. Therefore, in order to meet the Board of Selectmen's goal of a level funded budget, reductions needed to be sought in either further staff reductions or reductions in marginally essential programs. Below is a list of the major areas of FY12 budget reductions followed by explanations of their respective impact.

Estimated Receipt Reductions	(\$200,000)
Staff	
Early Retirement	\$184,000
Attrition	126,000
Lay Offs	52,000
Programs	
Lighthouse Beach	70,000
Salary Reductions	
Town Manager	<u>38,000</u>
Total	\$270,000

- Estimated Receipts have and are projected to decline so dramatically that FY12 projections must be reduced by \$200,000 in order to be at an acceptable level satisfactory to the Department of Revenue.
- Early Retirement – Town Meeting has authorized an early retirement incentive program. The timetable for these prospective retirements is attached as addendum #5. Retirements in this program will be effective prior to the commencement of FY12. Seven employees are expected to take advantage of this program. Since some of the employees will remain in the organization and serve part-time, the total F.T.E. reduction is three (as detailed in addendum #6). The early retirement incentive program and other staff reductions in FY12, combined with the use of reserves have effectively offset the need for a health insurance line item increase which was projected in the Town's August budget planning session.
- Attrition – Three additional positions have been vacated in FY11 and were not filled in FY12. These are also shown in addendum #6.
- Layoffs – the DPW Administrative Assistant position has been deleted from the FY12 budget. The responsibilities of this position will be assumed by the two other clerical positions within the DPW and by the new lower graded administrator position which replaced the Water Superintendent retirement vacancy. The individual serving in the position deleted in FY12 is eligible for the early retirement program.

- Programs – The Park and Recreation Department has proposed that the boat assigned to this program in FY11 be deleted. It is the unanimous opinion of all effected public safety and other personnel responsible for the planning and oversight of this program (Fire Chief Ambriscoe, Police Chief Pawlina, Harbormaster Smith, Park and Recreation Director Tobin, Health and Environment Director Dr. Duncanson and Finance Director Heilala) that implementing the program without the essential water rescue component would be unsafe. In addition, the program provides a non-essential service with no revenue potential. In the relative consideration of staff reductions elsewhere in the organization, this program has been deleted from the FY12 budget.
- Town Manager Salary – The Town Manager’s duties during the past year have been significantly reduced and assumed by the Board of Selectmen or committees. It is highly unlikely that the position which will be vacant by July 1st will attract or be filled by an individual with thirty years of municipal management experience. Therefore, a salary survey was conducted (attached as addendum #7) and it was determined that the average salary of Cape managers is approximately \$125,000. These managers average more than twenty years of management experience. This salary has been adjusted accordingly.

It should be noted that no cuts are planned in the areas of Park and Recreation, Assessors or Fire Department since those studies being conducted by or at the direction of the Board of Selectmen are incomplete as this summary is written.

Finally, for the Town’s consideration, please note the two charts attached as addendum #8. These charts illustrate that if the budget proposed for FY12 passes unamended, then municipal staffing or F.T.E. levels will be the same as they were ten years ago in 2002. This has been accomplished despite adding six new firefighter positions and additional staffing for both the Community Center and janitorial staff for new buildings. Any contention of municipal staffing overall as bloated is either uninformed or intentionally misleading. The fiscal policy long in place which allows staff expansion as the economy prospers and new services are demanded and correspondingly shrinks staff as the economy declines and which re-positions limited resources to address shifting municipal needs, has been successful in meeting the service needs of our community. Since the Schools currently employ approximately 130 F.T.E.’s as well, the total municipal staffing level is approximately 260 F.T.E.’s, a figure common to a full service community of comparable size.

Fiscal Perspective

The budget goal of the Board of Selectmen was to level fund municipal spending in FY12, if the cuts necessary to do so were not deemed too egregious to municipal services. Some additional fiscal background information is necessary in order to make the determination.

First, one should refer back to the budget summary included as addendum #2. The debt line item must be looked at separately. The total debt line items consist of exempt and non-exempt debt. CPA and Land Bank purchases are paid for exclusively by CPA and Land Bank funds, not the property tax levy. Exempt debt is paid for by the property tax levy without any Proposition 2 ½

restrictions. When the cost of exempt debt rises, the levy automatically increases correspondingly. This increase in the levy is separate from the allowable 2 ½% levy growth each year. The debt line item has risen approximately \$250,000 in FY12. However, non-exempt (CPA) debt has fallen by nearly \$304,000. Therefore, the non-exempt debt increase by FY12 is actually \$554,000. Since during the past two fiscal years the Board of Selectmen has chosen to use debt drop off or debt declination in order to offset any operational budget caused levy increases and as a result subsidize the tax rate payers, none of these funds are available to offset new exempt debt costs in FY12. Although nearly 70% of all tax bills were lower in each of the past two fiscal years due to this subsidy, the debt drop off fiscal policy has been superceded. The planned payment of the Town's capital plan without increasing the tax rate has been sacrificed. The result is the need to increase the levy to pay for the previous years' subsidy and the new debt costs. Addendum #10 illustrates the approximate tax impact of one cent on the tax rate for each \$58,000 raised in the levy. Therefore, the FY12 debt budget will push the tax levy up by approximately 9.5 cents.

Next, the School increase tax impact should be considered. If you return to the budget summary, then you will see that the school budget increases by the \$263,000 "allowable" in the school formula (see page 2 of this report). However, the tax impact of this increase cannot simply be considered using the \$58K=1¢ on the formula. Refer once again to page 2 of this report to see the new revenue available for FY12. New growth is revenue generated by new property being taxed for the first time. If levied, new growth does not increase the tax rate. Therefore, with the exception of debt costs, the Town has reduced its budget in FY12 sufficiently to offset any budgetary increases. All of this new growth revenue is available to offset the School's budget increase.

School Budget Increase	\$263,000
New Growth Offset	<u>239,000</u>
	\$ 24,000

Therefore, the budgeted school increase would increase the tax rate by less than one half of one cent. I refer now to addendum #9, the two memos from the school administration. The first memo indicates that an additional \$410,000 will be necessary to fund the school budget in FY12. I have since heard from the school administration indicating that this deficit will be more minimal, although no final figure is currently available. The second memo suggests the possibility of using stabilization funds to offset any school budget deficit since with the advent of regionalization in FY13, this deficit will not be reoccurring. If the Town adopts a budget that does not require using its share of available 2 ½ revenue, then nearly \$470,000 would be available to fund the \$410,000 school deficit without the necessity of an operational override. However, funding the school deficit at the level projected on December 8th would result in a tax rate increase of approximately seven cents.

Technically the Town can increase its budget by \$494,000 using its share of Proposition 2 ½ available funds. Contingent upon the outcome of the final school deficit, however, as described above such an action would push the school deficit into the necessity of an override.

Water Operating Budget

The water operating budget for FY12 is unremarkable. The proposed budget total declines from FY11. This budget is entirely offset by water rate revenue and continues to operate with a healthy reserve.

Five Year Capital Plan

Funding available for the annual Five Year Capital Plan was substantially less than in previous years. The Plan funds vehicle, building and road maintenance, vehicle and equipment replacement as well as small projects. Maintenance accounts suffered the most from lack of funding for FY12, since most maintenance accounts have an accumulated, unencumbered balance. Sufficient funds exist to fund a replacement ambulance and a small maintenance project at the Old Mill Boatyard which will be 75% grant funded. The Plan summary below is most remarkable when one looks at the FY13 requests which illustrate the magnitude of Plan items deferred during the past two years. The reluctance to develop an alternative revenue source will be keenly felt in the future. Addendum #4 shows the decline in estimated receipts available for this budget.

Description	FY 11	FY 12	FY 12	FY 13	FY 14	FY 15	FY 16
	Actual	Request	Approved	Program	Program	Program	Program
CAPITAL PROGRAM & BUDGET SUMMARY:							
General Government	83,300	190,000	110,000	150,000	140,000	140,000	140,000
Public Safety	114,700	286,500	147,500	260,100	258,000	73,000	61,000
Community Development	7,000	60,000	-	30,000	30,000	-	-
Health & Environment	124,000	156,000	124,000	351,000	441,000	391,000	679,000
Public Works (without Water)	533,450	735,000	258,000	1,486,000	1,042,000	667,000	512,000
Equipment	163,000	547,188	355,000	1,778,640	666,000	325,000	1,161,000
Schools	134,733	184,733	-	262,735	-	-	-
Total Town Funded Capital Budget	1,160,183	2,159,421	994,500	4,318,475	2,577,000	1,596,000	2,553,000
Funding Sources:							
Free Cash			960,000				
Waterways Improvement Funds			25,400				
Cemetery Sale of Lots			1,000				
Shellfish Revolving			8,000				
Prior Articles			100				
Land Bank							
Total Funding Sources	-	-	994,500	-	-	-	-

Capital Facility Plan

The final project on the Town's Capital Facility Plan, the Fire Headquarters replacement is scheduled to be presented to Town Meeting this spring. The funding for this project has been projected in the Plan to be offset by future debt drop off or decline. Two other major capital projects not in the Capital Facility Plan may be brought forward to the Annual Town Meeting as well: an adult day care facility and the undergrounding of wires in the West Chatham Village Center. Funding mechanisms for these two relatively smaller capital projects would require tax rate increases or alternative revenue sources.

FY13 and Beyond

The economic recovery continues but slowly. Certain fiscal practices employed in the past two fiscal years are unsustainable in the short term future. As previously stated, the non-action on the creation of additional revenue sources specifically the meals and hotel/motel tax will result in even further decline in free cash and will result in untenable levels of deferrals of maintenance and vehicle replacement and small, necessary projects. Service reductions will result if further staff reductions are implemented and the uneven distribution of pay raises, the cost implications of which are illustrated in addendum #11, is unsustainable particularly if inflation begins to increase as predicted.

The considerable reduction of the school budget assessment that school regionalization does provide a remarkable opportunity to correct these unsustainable practices as well as to continue to fund capital projects, including the wastewater project, without increasing the tax rate. Planning for this fiscal opportunity should commence immediately.

Conclusion

This budget proposal meets the goals set forth by the Board of Selectmen. However, the Board will need to determine whether or not the reductions herein, or however modified an acceptable in terms of service provision. The recent Charter revisions require a consultation with the Finance Committee prior to the adoption of a budget for FY12. Copies of this budget document have been forwarded to the Finance Committee for review.

ADDENDA

1. FY12 Budget Overview
2. FY12 School Distribution Formula
3. FY12 Fiscal Planning 8/10/10 Power Point
4. FY10 Final Estimated Receipts
5. Municipal Early Retirement Timetable
6. Early Retirement Incentive/Staff Reduction Savings Chart
7. Town Manager Market Survey
8. Municipal F.T.E. 12-Year History (2 Charts)
9. FY12 School Budget Memos (2)
10. Tax Rate Cut Impact Chart
11. COLA Impact Chart (vs. Schools)

Description	10 Actual	11 Approp	12 Dept Req	Proposed Budget FY12	%
Expenses					
Operating Budgets					
General Government	\$ 1,866,528	\$ 1,873,652	\$ 1,794,783	\$ 1,794,783	-4.21%
Public Safety	5,009,385	5,088,607	5,163,331	5,091,899	0.06%
Community Development	761,860	736,856	661,100	661,100	-10.28%
Health & Environment	816,048	823,654	785,301	785,301	-4.66%
Public Works & Facilities	3,923,974	3,900,646	3,913,246	3,913,246	0.32%
Community & Social Services	938,932	942,861	984,057	940,957	-0.20%
Education	9,777,592	9,989,469	10,205,141	10,205,141	2.16%
Employee Benefits	3,412,026	3,869,383	3,840,390	3,840,390	-0.75%
Undistributed Ins. & Reserve Fund	300,017	351,097	351,097	351,097	0.00%
Debt Service	4,972,217	5,020,196	5,272,691	5,272,691	5.03%
Operating Budget Total	\$ 31,778,579	\$ 32,596,421	\$ 32,971,137	\$ 32,856,605	0.80%
Capital Budget					
Town (no water)	1,680,444	1,160,183	1,200,000	994,500	-14.28%
Water w/ Bonding	0	1,000,000	0	0	
Bonding/Other Avail Fds	280,000	100,000	0	0	
Capital Budget Total	1,960,444	2,260,183	1,200,000	994,500	-56.00%
Water Operating Budget	2,782,296	2,763,837	2,735,107	2,735,107	-1.04%
Articles-Routine at ATM Cola	200,000	50,000	0	0	-100.00%
LandBank	0	797,500	0	0	-100.00%
Community Preservation	0	1,375,215	0	0	-100.00%
Library Supplemental	0	35,000	0	0	-100.00%
Enterprise Fund	0	25,000	25,000	25,000	0.00%
School Override	0	0	0	0	
Total Town Meeting Approp	2,982,296	5,046,552	2,760,107	2,760,107	-45.31%
Overlay for Abatements	221,745	256,391	250,000	250,000	-2.49%
Charges: State & County	894,104	988,795	988,795	988,795	0.00%
Other Articles	11,375	59,910	375,000	375,000	
Court Judgements & Other Deficits	0	233,155	0	0	
State Aid - Offsets (Lunch & Libr'y)	1,345,264	1,319,179	1,319,179	1,319,179	0.00%
Total Expenses	39,193,807	42,760,586	39,864,218	39,544,186	-7.52%
Sources of Funding (Summary)					
Property Tax	24,317,420	24,991,873	26,142,116	25,598,566	2.43%
State Revenue	3,211,936	3,163,850	3,242,218	3,192,218	0.90%
Local Receipts	5,871,125	5,528,200	5,528,200	5,528,200	0.00%
Available Funds	3,741,454	5,277,970	2,451,714	2,469,714	-53.21%
Sub-Total Sources of Funding	37,141,935	38,961,893	37,364,248	36,788,698	-5.58%
Other Funds	25,000	0	0	0	
Bonding (w/o Water)	0	0	0	0	
Transfers	0	0	0	0	
Water Revenue, Direct	2,209,492	2,361,487	2,382,296	2,382,296	0.88%
Water Bonding/Surplus	0	1,100,000	375,000	375,000	
Sub-Total	2,234,492	3,461,487	2,757,296	2,757,296	-20.34%
Total Revenue	39,376,427	42,423,380	40,121,544	39,545,994	-6.78%
Over/(Under)	182,620	-337,207	257,326	1,808	
Tax Levy					
Base	20,827,282	21,598,507	22,377,880	22,377,880	
x2.5%	520,682	539,963	559,447	559,447	
Growth	250,543	239,410	200,000	200,000	
Overrides			0	0	
Capital Exclusions				0	
Debt Exclusions - Form DE-1	3,458,578	3,422,043	3,120,719	3,120,719	
Less: Free Cash/SBAB - School Debt	-951,612	-951,612	-951,612	-951,612	
Estimated exempt short term interest			929,455	929,455	
Barnstable County Tax	211,947	217,246	222,677	222,677	
Excess Levy Capacity - Not Used		-73,684	-316,450	-860,000	
Total Est. Tax Levy	24,317,420	24,991,873	26,142,116	25,598,566	2.43%

Budget Overview

Description	10 Actual	11 Approp	12 Dept Req	Proposed Budget FY12	%
State Revenue					
Education					
School Aid (Ed Reform)	685,125	645,100	645,100	645,100	0.00%
Sch. Transportation	0	0	0	0	
Sch. Const. Reimbursement	951,612	951,612	951,612	951,612	
Charter School Assessment Reimb	27,476	66,726	53,009	53,009	
Charter School Capital Fac Reimb	0	0	0		#DIV/0!
Medicaid Reimbursements	0	0	0	0	
School Lunch	3,929	3,174	3,174	3,174	0.00%
Sub-Total Education	1,668,142	1,666,612	1,652,895	1,652,895	-0.82%
General Government					
Lottery	132,598	127,294	127,294	127,294	0.00%
Quinn Bill Reimbursement	14,082	6,736	6,736	6,736	
Veterans' Benefits	26,561	27,395	26,561	26,561	-3.04%
Exemptions Vets/Blind/Etc	27,341	19,808	19,808	19,808	
Exemptions Elderly	0	0	0	0	#DIV/0!
Public Libraries	8,070	6,513	6,513	6,513	0.00%
School Choice	1,335,142	1,309,492	1,402,411	1,402,411	
				-50,000	
Subtotal General Government	1,543,794	1,497,238	1,589,323	1,539,323	2.81%
Total State Revenue	3,211,936	3,163,850	3,242,218	3,192,218	0.90%
Local Revenue					
Motor Vehicle Excise	901,347	935,000	935,000	935,000	0.00%
Hotel/Motel Excise	1,044,346	1,035,000	1,035,000	1,035,000	0.00%
Other Excise: Boat, etc.	36,930	20,000	20,000	20,000	0.00%
Penalties & Interest	153,727	110,000	110,000	110,000	0.00%
Payments in Lieu	30,083	30,000	30,000	30,000	0.00%
Chg's for Services: Sewer	314,948	332,000	332,000	332,000	0.00%
Chg's for Services: Trash	905,773	945,000	945,000	945,000	0.00%
Other Charges - Includes Ambulance	651,058	575,000	575,000	575,000	0.00%
Fees	165,452	150,000	150,000	150,000	0.00%
Rentals	155,891	90,000	90,000	90,000	0.00%
Recreation Revenue	419,327	390,000	390,000	390,000	0.00%
Other Dept'al Revenue	58,941	50,000	50,000	50,000	0.00%
Licenses & Permits	644,071	620,000	620,000	620,000	0.00%
Special Assessments	247,866	120,000	120,000	120,000	0.00%
Fines & Forfeits	56,250	50,000	50,000	50,000	0.00%
Interest Earnings	64,820	70,000	70,000	70,000	0.00%
Misc.	20,295	6,200	6,200	6,200	0.00%
Misc. non-recurring					
Sub-Total Local Revenue	5,871,125	5,528,200	5,528,200	5,528,200	0.00%
Available Funds					
Free Cash	1,606,285	1,051,336	950,000	960,000	-8.69%
Overlay Surplus	130,000	0	0	0	#DIV/0!
Stabilization Fund	5,123	135,000	0	0	
Retirement Fund	0	0	0	0	
Enterprise Funds	0	25,000	25,000	25,000	
Other :					
Land Bank Receipts Reserved	952,380	1,695,801	870,519	870,519	
Community Preservation Fund	314,625	1,680,090	0	0	
Water Overhead	349,219	333,893	341,695	341,695	2.34%
Cemetery Perpetual Care	10,000	0	1,000	1,000	#DIV/0!
Sale Of Lots & Graves Trust	5,000	5,000	5,000	5,000	0.00%
Wetland Protection Fund	10,000	10,000	10,000	10,000	0.00%
Waterway Imp. Fund	268,000	292,540	245,500	245,400	-16.11%
Prior Articles	62,822	46,310	0	100	-99.78%
Railroad Museum	3,000	3,000	3,000	3,000	0.00%
Shellfish revolving	25,000	0	0	8,000	#DIV/0!
Sub-Total Available Funds	3,741,454	5,277,970	2,451,714	2,469,714	-53.21%

FY 12 SCHOOL DISTRIBUTION CALCULATION PROCESS

MID-SUMMER MEETING (no later than late July)

Step 1 – Establish percentage and actual share of expected new revenue

A. Estimated available funds	
2 ½ allowable growth	\$550,000
New Growth	239,410
New Growth adjustment	
 Total	 \$789,410

B. Calculated school % of budget

OPERATING BUDGET

				Proposed
Description	09 Actual	10 Approp	11 Dept Req	Budget FY11
Expenses				
Operating Budgets				
General Government	\$1,866,658	\$1,946,442	\$1,893,983	\$1,873,652
Public Safety	4,760,758	5,102,845	5,088,607	5,088,607
Community Development	776,146	766,753	736,856	736,856
Health & Environment	807,175	836,784	823,654	823,654
Public Works & Facilities	3,907,414	3,938,210	3,900,646	3,900,646
Community & Social Services	934,142	944,730	952,861	942,861
Education	9,024,623	9,765,207	9,989,469	9,989,469
Employee Benefits	3,346,114	3,624,041	3,884,383	3,869,383
Undistributed Ins. & Reserve Fund	310,030	351,097	351,097	351,097
Debt Service	4,860,438	5,118,209	5,020,196	5,020,196
Operating Budget Total	\$30,593,498	\$32,394,318	\$32,641,752	\$32,596,421

Note: exempt debt, paid by a stable exemption authorization, is eliminated from the budget total

Calculation

FY11 School budget (w/Choice, w/o CCT)	\$11,013,006
FY11 total budget (w/Choice, w/o debt)	<u>29,437,288</u>
Calculated % School total	37.41%

School allocation

37.41% x \$789,410	\$ 295,332
--------------------	------------

Note: An agreement should be reached each year regarding the “cap” of School Choice spending. This “cap” should not be exceeded. Long range School Choice expenditure planning and revenue policy is essential to budget stabilization and gradual deficit offset, if necessary.

Chapter 70 Calculation

	FY 10	FY 11	
Receipts and Assessments	Cherry Sheet	Cherry Sheet	Adjustment
Chapter 70 + SFSF+Edujobs	685,125	698,825	13,700
Charter Tuition	27,476	66,726	39,250
School Choice Assessments	223,576	264,920	(41,344)
Charter Assessments	102,969	146,376	(43,407)
		Total	(31,801)

Net Adjustment (\$31,801)
(state revenues vs. assessments)

Note: Chapter 70 funds will be available for future years operating budget growth, but only after off-sets are made for Charter reimbursements, School Choice assessments and Charter assessments. The details of this calculation are shown in Step 2, Free Cash Balance.

C. Total available revenue, adjusted with state revenues and assessments

1.	Property tax allocation	\$295,332
	Net adjustment	(31,801)
	Total	\$263,531

Step 2 – Establish a School earmarked free cash balance for a School capital plan

A. Reconciled FY10 funds from estimated receipts.

The spreadsheet below demonstrates the estimated and actual receipts which are shared between the Town and School in accordance with the definitions set forth in the Municipal Revenue Growth Factor.

	Estimated	Actual	Difference	Difference
MRGF	Receipts	Receipts		X 37.41%
Motor Vehicle	935,000	901,347	(33,653)	(12,589)
Other Excise	1,055,000	1,081,276	26,276	9,829
P&I on Taxes	110,000	153,727	43,727	16,358
PILOT	30,000	30,083	83	31
Fines & Forfeits	50,000	56,250	6,250	2,338
Investment Income	150,000	64,820	(85,180)	(31,865)
Misc. Recurring	6,200	20,295	14,095	5,273
		Totals	(28,402)	(10,625)

B. Calculated School % of estimated receipts for free cash.

$$(\$28,402) \times 37.41\% = (\$10,625)$$

C. School determines amount of School Choice reserve to transfer to FY12 free cash.

_____ (See note on page three)

D. State revenue vs. assessment reconciliation

	FY 10	FY 10	
Receipts and Assessments	Cherry Sheet	Actual Receipts	Difference
Chapter 70	685,125	685,125	-
Charter Tuition	27,476	26,680	(796)
School Choice Assessments	223,576	264,920	(41,344)
Charter Assessments	102,969	96,820	6,149
		Total	(35,991)

D. FY 10 Medicaid receipts to be added to free cash

41,992

E. Total free cash allocated to School's five year capital plan

Estimated receipt excess	(\$10,625)
Plus School Choice re-allocation	-----
State revenues/assessments reconciliation	(35,991)
Medicaid Reimbursement	41,992
Total	(\$ 4,624)

Note: Free cash is not necessarily a recurring revenue source and, as such, should not be used to fund recurring budget items such as salaries. It may be used for capital items and single year projects, even single year salaries for consultants, sabbaticals, programs, etc. Importantly, it can also be used for maintenance programs or optional programs. If free cash is not available for any given year, then these programs can be left unfunded and fiscal policy decisions can be made to replenish free cash levels in future years, without eliminating more essential standard programs. Also bear in mind that the calculation in D above may be a negative amount on any given year and would need to be deducted from "School Free Cash" earmarked. So some balance should be stewarded for that eventuality.

TOWN OF CHATHAM

FY12 FISCAL PLANNING

8/10/10

ECONOMIC CONDITION

**Recovery? Stable?
Renewed Decline?**

BUDGET COMPONENTS

- OPERATING BUDGET
- 5 YR CAPITAL PLAN
 - CAPITAL PLAN
- STABILIZATION/RESERVES

OPERATING BUDGET

- 70% PROPERTY TAX
- 30% OTHER RECEIPTS

ESTIMATED RECEIPTS

DECLINING

FY09 \$ 1,070,000

FY10 \$ 650,000

FY11 \$ 600,000

IMPACT ON FY12

PROPOSITION 2 1/2 AVAILABLE FUNDS

2 1/2	550K
NEW GROWTH	200K
TOTAL	750K
- (ESTIMATED RECEIPTS)	(-200K)
NEW TOTAL	550K

SCHOOL / TOWN

37.5% / 62.5%

OPERATING BUDGET - TOWN

AVAILABLE 344K

BUDGET BUSTERS

HEALTH INS	<u>200K</u>
PENSION	<u>150K</u>
UTILITIES	<u>50K</u>
FIRE O.T.	<u>100K</u>
TOTAL	500K

MITIGATION

- EARLY RETIREMENT
- CONTINUED STAFF REDUCTION
- PROGRAM REDUCTION

SALARY INCREASES

SCHOOL	\$420K
TOWN COMPARABLE	\$440K
TOTAL	\$860K

MITIGATION

- COLA FREEZE
- STEP FREEZE

5 YR. CAPITAL PLAN

- EQUIPMENT

- MAINTENANCE

- PROJECTS

- FUNDING SOURCE: FREE CASH

FREE CASH

EST. RECEIPTS + BUDGET
TURNBACKS

FREE CASH

EST. RECEIPTS + BUDGET
TURNBACKS

$$(-200K) + 200K = \$0$$

5 YR. CAP. - NEED

\$1.5 MILLION – \$2.0 MILLION

MODIFIED TO BUDGET

\$1.0 MILLION

MITIGATION

- SHORT TERM – DEFERRED
- ECONOMIC RECOVERY (EST. RECEIPTS)
- ENHANCED REVENUE
- CAPITAL EXEMPTION

CAPITAL FACILITY PLAN

- FIRE STATION
- ADULT DAY CARE
- WASTEWATER
- SCHOOL REGIONALIZATION

STABILIZATION / RESERVES

- STABILIZATION FUND (\$1.6 MILLION)
- WATER RESERVE (\$350K)
- FREE CASH
- MISC:
- C & E
- SALARY
- BLD. MAINTENANCE
- BOND RATING

DIRECTIONS

BOARD OF SELECTMEN/SCHOOL COMMITTEE/FINCOM

- COST OF LIVING
 - STEPS
- HOTEL/MOTEL TAX
 - MEALS TAX
- FIRE OPERATIONS STUDY
- STAFF REDUCTIONS (EARLY RETIREMENT)
 - PROGRAM
- REGIONALIZATION

Town of Chatham
Estimated Local Receipts
FY2010

(4)

<u>Account</u>	<u>Actual FY 10</u>	<u>Budget FY 10</u>	<u>Over/(under) Budget</u>
Motor Vehicle Excise	901,347	935,000	(33,653.00)
Hotel/Motel	1,044,346	1,035,000	9,346.00
Boat Excise	36,930	20,000	16,930.00
Rollback Taxes			-
P&I on taxes & excises	153,727	110,000	43,727.00
Payments in lieu of taxes	30,083	30,000	83.00
			-
Charges for Services-sewer	314,948	332,000	(17,052.00)
Charges for Services-trash disposal	905,773	945,000	(39,227.00)
Other charges for services	651,058	575,000	76,058.00
Fees	165,452	150,000	15,452.00
Rentals	155,891	90,000	65,891.00
Departmental revenue-recreation	419,327	390,000	29,327.00
Other departmental revenue	58,941	50,000	8,941.00
Licenses and Permits	644,071	620,000	24,071.00
Special assessments	247,866	120,000	127,866.00
Fines and forfeits	56,250	50,000	6,250.00
Investment income	64,820	150,000	(85,180.00)
Miscellaneous recurring	20,295	6,200	14,095.00
Misc non-recurring			
Total Receipts	5,871,125	5,608,200	262,925

To: Bill Hinchey, Alix Heilala
 From: Gerry Panuczak *Gerry*
 Date: October 4, 2010
 Subject: Municipal Early Retirement Incentive Possible Timelines

Now that we have an approved Municipal Early Retirement Incentive Plan by PERAC, I have calculated possible timelines for implementation that contemplate the next step of legislative body approval. The timing of that approval sets the ultimate timeline for completing execution of the plan, and employee retirements. My recommendation would be to try to get the warrant article into the Special Town Meeting for School Regionalization, tentatively scheduled for December 6, 2010. That assures that all participants will be retired by the end of fiscal 2011, thus preserving the entire anticipated fiscal 2012 savings. I have spoken to Julie Smith, and she believes that a Special Town Meeting will be necessary prior to Annual Town Meeting, regardless of whether the regionalization meeting comes to fruition. In either event, the earlier that we get legislative body approval, the more assurance we can have to preserve anticipated fiscal 2012 savings.

Scenario	Town Meeting	Publish Plan (One Month)	Employee Intentions (Two Months)	Town Manager Approval (One Month)	Employee Retirements (Two Months)
Special Town Meeting with normal turnaround	Dec 6, 2010	Jan 6, 2011	March 6, 2011	April 6, 2011	June 6, 2011
Annual Town Meeting with accelerated turnaround	May 9, 2011	May 10, 2011	July 10, 2011	Aug 10, 2011	Oct 10, 2011
Annual Town Meeting with normal turnaround	May 9, 2011	June 9, 2011	Aug 9, 2011	Sept 9, 2011	Nov 9, 2011

Department	Action	Employee	Early Retirement Incentive Employee	Fiscal 2011 Salary	Fiscal 2011 Sick Buyback	Fiscal 2012 Salary	Fiscal 2012 Benefits	Fiscal 2011 Medicare Contribution	Fiscal 2012 Medicare Contribution	Total 2011 Employee Cost	Total 2012 Employee Cost	Fiscal 2012 Budget Savings Total	Fiscal 2012 Budget Savings Normal Retirement	Fiscal 2012 Budget Savings Staff Reductions	FTE Impact	Comment
Fire			No													
	Retirement	Richard Hunter		\$97,198.40		\$0.00	\$15,997.80	\$1,409.38	\$0.00	\$114,605.58	\$11,427.00	\$103,178.58	\$103,178.58		0	Deputy Chief retires, promote Captain to Deputy Chief, promote Lieutenant to Captain, promote Firefighter to Lieutenant, hire entry level Firefighter
	Promotion	Deputy Chief Promotion		\$63,477.00		\$76,136.40	\$15,997.80	\$920.42	\$1,103.98	\$80,394.42	\$93,238.18	(\$12,843.76)	(\$12,843.76)			
	Promotion	Captain Promotion		\$59,310.00		\$62,343.00	\$15,997.80	\$860.00	\$903.97	\$76,167.80	\$79,244.77	(\$3,076.98)	(\$3,076.98)			
	Promotion	Lieutenant Promotion		\$55,172.00		\$58,483.00	\$15,997.80	\$799.99	\$948.00	\$71,968.79	\$75,328.80	(\$3,359.01)	(\$3,359.01)			
Total		Step 1 Firefighter New Hire		\$0.00		\$45,516.38	\$0.00	\$0.00	\$659.99	\$0.00	\$62,174.17	(\$62,174.17)	(\$62,174.17)			
Highway/Transfer Station/Buildings/Water & Sewer			Yes	\$51,837.60	\$8,240.10	\$15,980.80	\$6,371.40		\$753.10	\$59,062.10	\$20,763.52	\$38,298.57	\$38,298.57		3.5	Special Equipment Operator retires and refill at Seasonal position, Gate Sweeper position, Gate Attendant retires and use office staff to cover shifts, Director Water and Sewer retires and backfill with DPW Office Administrator, Parks and Recreation Foreman retires and backfill with Seasonal Parks and Grounds Worker, DPW Office Secretary position eliminated
	Retirement	Crayton Nickerson		\$16,723.20		\$0.00	\$0.00	\$242.49	\$0.00	\$16,965.69	\$0.00	\$16,965.69	\$16,965.69			
	Retirement	Robert Malatesta		\$94,182.40		\$0.00	\$6,371.40	\$1,365.64	\$0.00	\$101,919.44	\$4,551.00	\$97,368.44	\$97,368.44			
	Retirement	William Redfield		\$80,028.80		\$0.00	\$15,997.80	\$870.42	\$0.00	\$76,897.02	\$11,427.00	\$65,470.02	\$65,470.02			
	Staff Reduction	Leon Long		\$49,774.40		\$0.00	\$6,371.40	\$721.73	\$0.00	\$56,867.53	\$4,551.00	\$52,316.53	\$52,316.53			
	New Hire	Seasonal P&R Worker		\$0.00		\$12,198.40	\$0.00	\$0.00	\$176.88	\$0.00	\$12,375.28	(\$12,375.28)	(\$12,375.28)			
	New Hire	DPW Office Administrator		\$0.00		\$45,843.20	\$0.00	\$0.00	\$664.73	\$0.00	\$62,505.73	(\$62,505.73)	(\$62,505.73)			
Community Development			Yes	\$12,503.12	\$2,109.43	\$43,189.40	\$5,514.80		\$626.25	\$119,640.02	\$48,366.65	\$71,282.37	\$71,282.37		1.5	Director Community Development retires and refill at 18 hours per week, promote Principal Planner to assume department head responsibilities, Central Permitting Coordinator retires and refill at 18 hours per week, hire Administrative Secretary part-time to pick up committee work
	Retirement	Kevin McDonald		\$80,038.40		\$94,473.60	\$15,997.80	\$1,160.96	\$1,369.87	\$97,196.76	\$111,841.27	\$14,644.51	\$14,644.51			
	Promotion	Terry Whalen		\$64,549.92	\$1,154.06	\$29,011.20	\$15,997.80	\$955.97	\$420.66	\$61,483.69	\$40,624.83	\$40,624.83	\$40,624.83			
	Retirement	Paula Liska		\$0.00		\$9,260.28	\$0.00	\$0.00	\$134.27	\$0.00	\$9,394.55	(\$9,394.55)	(\$9,394.55)			
	New Hire	Admin Assistant New Hire														
Council on Aging			Yes	\$24,887.20	\$480.99	\$0.00	\$6,371.40		\$0.00	\$31,019.46	\$2,703.00	\$28,316.46	\$28,316.46		0.5	Outreach Coordinator retires and refill at 11 hours per week
	Retirement	Rosemary Farley		\$0.00		\$11,502.92	\$0.00	\$0.00	\$166.79	\$0.00	\$11,669.71	(\$11,669.71)	(\$11,669.71)			
	New Hire	Outreach Worker														
Shellfish			Yes	\$67,288.00	\$10,675.50	\$30,279.60	\$14,091.00		\$439.05	\$82,354.68	\$36,259.65	\$46,095.02	\$46,095.02		1	Shellfish Constable retires and refill at 15 hours per week, and add an additional seasonal Deputy Shellfish Constable
	Retirement	Stuart Moore		\$0.00		\$30,279.60	\$0.00	\$0.00	\$975.68	\$0.00	\$30,718.65	(\$30,718.65)	(\$30,718.65)			
	New Hire	Deputy Shellfish Constable														
Total																

[illegible]

To: Bill Hinchey
 From: Gerry Panuczak
 Date: December 13, 2010
 Subject: Town Manager Position Review



I have gathered salary comparison information regarding the Town Manager position. The data was gathered via the Massachusetts Municipal Personnel Association published survey. The first table shows just Cape Cod and islands towns, while the second table broadens the geography to Cape Cod and islands, and South Coast areas.

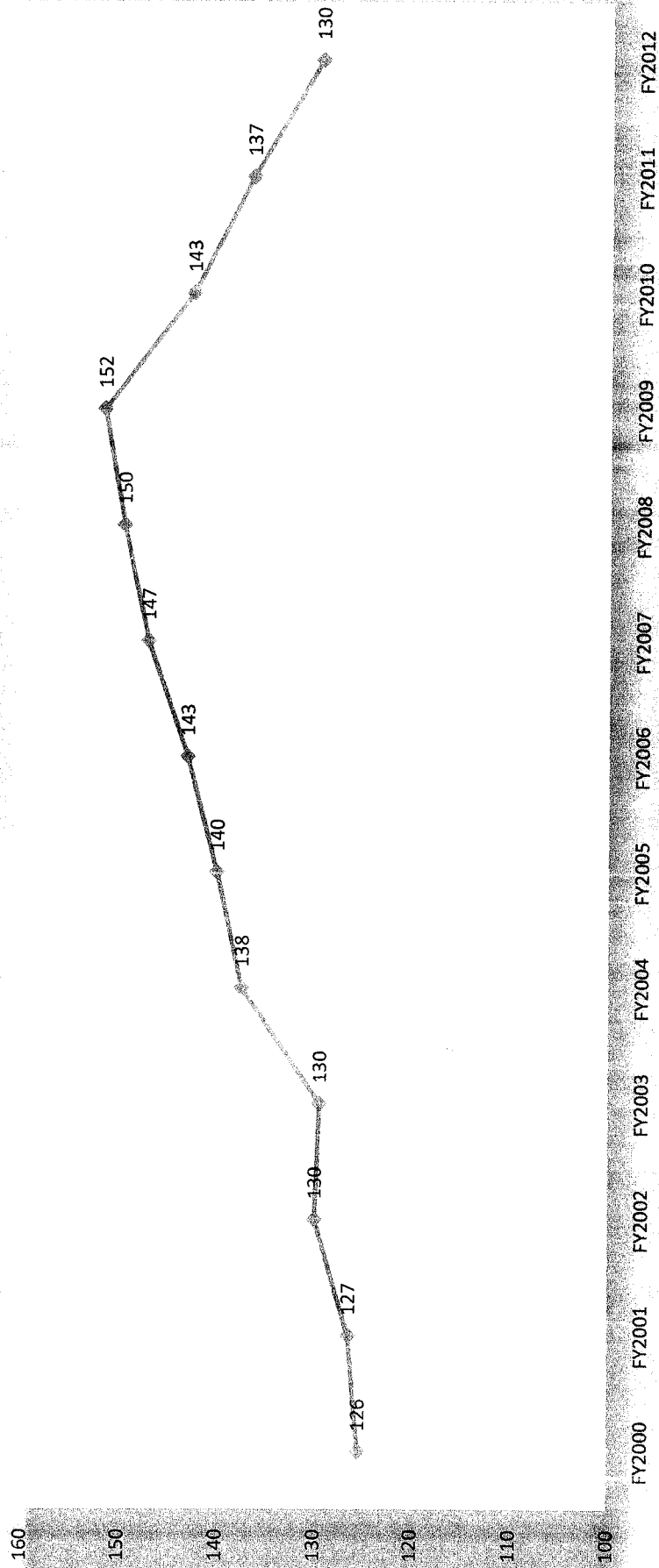
Cape Cod & Islands Municipality	Incumbent Salary
Barnstable	\$148,215
Bourne	\$129,998
Dennis	\$145,000
Eastham	\$124,517
Edgartown	\$109,000
Falmouth	\$135,801
Harwich	\$124,523
Mashpee	\$123,911
Nantucket	\$118,000
Orleans	\$129,649
Provincetown	\$132,500
Sandwich	\$131,250
Tisbury	\$106,384
Truro	\$97,526
Wellfleet	\$101,358 Full time equivalent, incumbent works four day week.
Yarmouth	\$149,141
Mean	\$125,423
Median	\$129,824

Cape Cod & Islands, and South Coast Municipality	Incumbent Salary
Barnstable	\$148,215
Bourne	\$129,998
Dartmouth	\$125,000
Dennis	\$145,000
Eastham	\$124,517
Edgartown	\$109,000
Fairhaven	\$106,334
Falmouth	\$135,801
Hanover	\$126,492

Hanson	\$90,000
Harwich	\$124,523
Kingston	\$115,000
Marion	\$103,887
Marshfield	\$135,000
Mashpee	\$123,911
Nantucket	\$118,000
Norwell	\$113,815
Orleans	\$129,649
Pembroke	\$103,635
Provincetown	\$132,500
Sandwich	\$131,250
Scituate	\$124,000
Tisbury	\$106,384
Truro	\$97,526
Wareham	\$114,500
Wellfleet	\$101,358 Full time equivalent, incumbent works four day week.
Whitman	\$86,348
Yarmouth	\$149,141
Mean	\$119,671
Median	\$123,956

When broadening the geography of the survey, the mean and median fall slightly, pointing toward a premium for the higher cost of living on Cape Cod. Both sets of survey data show a higher median, which indicates a fewer significantly low data points. It seems that if we budget \$125,000 for fiscal 2012 Town Manager replacement salary, we should be alright. Please let me know if there is anything that is needed with regard to this survey.

Town of Chatham FTE



Department	Full Time/Part Time	FY2000	FY2001	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012
Town Manager	FT	4	5	5	3	3	3	3	3	3	3	3	2	2
	PT												1	
Human Resources	FT				3	4	4	4	3	1	3	2	2	2
	PT											1	1	1
Accounting	FT	2	2	2	2	2	3	3	3	4	4	3	3	3
	PT													
Assessors	FT	4	4	4	4	4	4	4	4	4	4	4	4	4
	PT													
Treasurer	FT	5	5	5	5	5	4	4	4	4	4	3	3	3
	PT													
Information Technology	FT	1	1	1	2	2	3	3	4	4	2	2	2	2
	PT													
Town Clerk	FT	2	2	2	2	2	2	2	2	2	2	2	2	2
	PT													
Permit	FT	1	1	1	1	1	1	1	1	1	1			
	PT													
Conservation	FT					2	2	2	2	3	3	3	2	2
	PT												1	1
Buildings & Grounds	FT	2	2	4	4	4	4	5	5	6	6	7	6	6
	PT													
Police	FT	28	28	28	27	27	28	28	28	28	28	28	27	27
	PT	2	2	2	2	2	1	1	1	1	1			
Fire	FT	19	19	19	22	24	24	24	28	28	28	27	26	26
	PT													
Community Development	FT	12	12	12	7	7	9	11	10	11	11	9	9	7
	PT	3	3	2	3	5	3	1	3	2	2	3	2	3
Shellfish	FT	2	2	2	2	2	2	2	2	2	2	2	2	1
	PT	1	1	1	1	1	1	1	1	1	1	1	1	1
Harbormaster	FT	3	3	4	4	4	4	4	4	4	4	4	4	4
	PT	1	1	1	1	1	1	1	1	1	1	1		
Coastal Resources	FT	1	1	1	1	1	1	1	1	1	1	1	1	1
	PT													
Highway	FT	9	9	9	9	9	9	9	9	9	9	8	8	6
	PT													
Transfer Station	FT	7	7	7	7	6	6	6	6	6	6	6	6	6
	PT	1	1	1	1	1	1	1	1	1	1	1	1	1

Note: These data do not include Seasonal, Boards, Commissioners, or School Employees

Water & Sewer	FT	3	3	4	4	4	4	4	4	4	4	4	3	3	3
	PT														
Cemetery	FT														
	PT	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Health & Environment	FT														
	PT														
Laboratory	FT	1	1	1	1	1	1	2	2	2	2	1	1	1	1
	PT														
Council on Aging	FT	3	3	3	3	3	3	3	3	3	3	2	2	2	2
	PT	8	8	8	8	8	8	8	8	8	8	8	8	8	7
Parks & Recreation	FT	8	8	8	8	8	8	8	8	9	11	11	11	11	10
	PT														
Full Time Total		117	118	122	121	128	132	136	139	142	144	134	128	122	
Part Time Total		17	17	16	17	19	16	14	16	15	15	17	17	15	
FTE Total		126	127	130	130	138	140	143	147	150	152	143	137	130	

Note: These data do not include Seasonal, Boards, Commissioners, or School Employees

CHATHAM PUBLIC SCHOOLS

Office of Superintendent of Schools

425 Crowell Road, Chatham, MA 02633

www.chatham.k12.ma.us

Mary Ann Lanzo, Ph.D.
Superintendent

(508) 945-5130
Fax (508) 945-5133

TO: William G Hinchey, Town Manager
FROM: Mary Ann Lanzo, Ph.D., Superintendent
DATE: December 8, 2010
RE: FY12 Operating Budget

In order to continue our educational and co-curricular programs at their current levels and honor contractual agreements for 2011-2012 the schools presently have a deficit of \$410,376.00. I have been requested by the school committee to request the availability of funds to offset this deficit separate from an override.

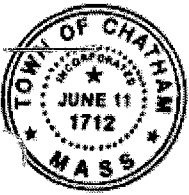
Thank you,



Mary Ann Lanzo

Cc; Alexandra Heilala
Tish Crowell

Chatham Public Schools does not discriminate on the basis of sex, race, religion, color, sexual orientation, housing status and national origin in its educational programs, activities or employment policies.



TOWN OF CHATHAM

OFFICE OF THE SELECTMEN

TOWN MANAGER

549 Main Street, Chatham, Massachusetts, 02633

508-945-5100



TO: Mary Ann Lanzo, Superintendent

FROM: William G. Hinchey, Town Manager

DATE: December 13, 2010

RE: FY12 Operating Budget

You have asked for a response regarding the availability of funds for an anticipated deficit of \$410,376 for FY12. This response assumes that the deficit figure anticipates using the formula allocation of \$263,531 as previously cited.

Since the FY13 assessment under the regional school budget is predicted to be substantially less than the School's FY12 budget, I suppose stabilization funds could be used to offset the FY12 deficit described. It is normally poor fiscal policy to use stabilization funds for budgetary expenses; however, the FY12 School budget would not be recurring per se. The current stabilization fund balance is \$1,630,575.

The Board of Selectmen has instructed Town staff to assemble two budgets for FY12: one holding within the limits of the Town's formula 2½ allocation, the second using net zero of the Town's formula 2½ allocation. If the Board of Selectmen votes the zero increase FY12 budget, then the \$325,879 of Town 2½ formula allocation would be available to fund the School's anticipated \$410,376 deficit and no operational override would be necessary.

The only other non-cut, non-override option which could be available would either be excess free cash or excess, or reserve School Choice receipts. The very limited free cash projected to be available for FY12 will be used to fund a much reduced Town Five Year Capital Plan.

Cc: Alix Heilala

(10)

RE Valuation 5,852,076,150
 Average Value 793,290
 Tax Rate 4.28

Average Tax Bill FY2011 \$ 3,395.28

				Impact
\$	0.01	\$	58,521	3,403.21 7.93
\$	0.05	\$	292,604	3,434.95 39.66
\$	0.10	\$	585,208	3,474.61 79.33
\$	0.15	\$	877,811	3,514.27 118.99
\$	0.20	\$	1,170,415	3,553.94 158.66
\$	0.25	\$	1,463,019	3,593.60 198.32
\$	0.30	\$	1,755,623	3,633.27 237.99
\$	0.35	\$	2,048,227	3,672.93 277.65
\$	0.40	\$	2,340,830	3,712.60 317.32
\$	0.45	\$	2,633,434	3,752.26 356.98
\$	0.50	\$	2,926,038	3,791.93 396.65
\$	0.55	\$	3,218,642	3,831.59 436.31
\$	0.60	\$	3,511,246	3,871.26 475.97
\$	0.65	\$	3,803,849	3,910.92 515.64
\$	0.70	\$	4,096,453	3,950.58 555.30
\$	0.75	\$	4,389,057	3,990.25 594.97
\$	0.80	\$	4,681,661	4,029.91 634.63
\$	0.85	\$	4,974,265	4,069.58 674.30
\$	0.90	\$	5,266,869	4,109.24 713.96
\$	0.95	\$	5,559,472	4,148.91 753.63
\$	1.00	\$	5,852,076	4,188.57 793.29

Town of Chatham
Fiscal 2011

Department	FY11	2.00%	2.50%	3.00%	4.00%	4.50%
Animal Control	49,172.00	983.44	1,229.30	1,475.16	1,966.88	2,212.74
Buildings & Grounds	332,549.00	6,650.98	8,313.73	9,976.47	13,301.96	14,964.71
Cemetery	15,799.00	315.98	394.98	473.97	631.96	710.96
Council on Aging	223,039.00	4,460.78	5,575.98	6,691.17	8,921.56	10,036.76
Coastal - Shellfish	128,060.00	2,561.20	3,201.50	3,841.80	5,122.40	5,762.70
Coastal - Coastal	69,505.00	1,390.10	1,737.63	2,085.15	2,780.20	3,127.73
Community Development	647,585.00	12,951.70	16,189.63	19,427.55	25,903.40	29,141.33
Finance - Assessors	207,077.00	4,141.54	5,176.93	6,212.31	8,283.08	9,318.47
Finance - Town Clerk	118,343.00	2,366.86	2,958.58	3,550.29	4,733.72	5,325.44
Finance - Information Systems	166,437.00	3,328.74	4,160.93	4,993.11	6,657.48	7,489.67
Finance - Town Accountant	216,835.00	4,336.70	5,420.88	6,505.05	8,673.40	9,757.58
Finance - Treasurer/Collector	167,595.00	3,351.90	4,189.88	5,027.85	6,703.80	7,541.78
Fire	2,223,553.00	44,471.06	55,588.83	66,706.59	88,942.12	100,059.89
Health & Environment - Conservation	163,737.00	3,274.74	4,093.43	4,912.11	6,549.48	7,368.17
Health & Environment - Health	129,939.00	2,598.78	3,248.48	3,898.17	5,197.56	5,847.26
Health & Environment - Lab	129,320.00	2,586.40	3,233.00	3,879.60	5,172.80	5,819.40
Harbormaster	249,281.00	4,985.62	6,232.03	7,478.43	9,971.24	11,217.65
Highway	362,405.00	7,248.10	9,060.13	10,872.15	14,496.20	16,308.23
Human Resources/Human Services	181,873.00	3,637.46	4,546.83	5,456.19	7,274.92	8,184.29
Landfill	342,376.00	6,847.52	8,559.40	10,271.28	13,695.04	15,406.92
Park & Recreation	575,896.00	11,517.92	14,397.40	17,276.88	23,035.84	25,915.32
Police	1,855,938.00	37,118.76	46,398.45	55,678.14	74,237.52	83,517.21
Sewer	47,073.00	941.46	1,176.83	1,412.19	1,882.92	2,118.29
Town Manager	251,616.00	5,032.32	6,290.40	7,548.48	10,064.64	11,322.72
Water	187,535.00	3,750.70	4,688.38	5,626.05	7,501.40	8,439.08
TOTALS	9,042,538.00	180,850.76	226,063.45	271,276.14	361,701.52	406,914.21

APPENDIX C

TOWN OPERATING BUDGET DETAIL

Description	Proposed			
	10 Actual	11 Approp	12 Dept Req	Budget FY12
General Government				
Legislative				
Moderator/Town Meeting				
Salaries	600	600	600	600
Expenses	20	50	50	50
Total	620	650	650	650
Finance Committee				
Salaries	1808	2000	2000	2000
Expenses	173	600	600	600
Total	1981	2600	2600	2600
Executive				
Board of Selectmen				
Salaries	10500	10500	10500	10500
Expenses	1581	1000	1000	1000
Total	12081	11500	11500	11500
Town Manager				
Salaries	281512	252516	168306	193306
Expenses	148679	157706	157706	157706
Total	430191	410222	326012	351012
Staff				
Human Resources/Personnel Services				
Salaries	173947	161873	165668	165668
Expenses	33008	11200	11100	11100
Total	206955	173073	176768	176768
Legal Services				
Expenses	81184	95000	95000	95000
Total	81184	95000	95000	95000
Audit Services				
Expenses	30000	28000	29000	29000
Total	30000	28000	29000	29000
Town Accountant				
Salaries	195827	196929	206293	206293
Expenses	3465	4850	4850	4850
Total	199292	201779	211143	211143
Assessors				
Salaries	208060	212727	216406	216406
Expenses	27678	52000	52000	52000
Total	235738	264727	268406	268406
Treasurer/Collector				
Salaries	170173	171295	174041	174041
Expenses	14413	21550	21550	21550
Total	184586	192845	195591	195591
Information Systems				
Salaries	165665	167837	168292	168292

Description	Proposed			
	10 Actual	11 Approp	12 Dept Req	Budget FY12
Expenses	104585	117700	118680	118680
Total	270250	285537	286972	286972
Town Clerk				
Salaries	121470	120593	122069	122069
Expenses	9948	13565	13565	13565
Total	131418	134158	135634	135634
Elections				
Salaries	950	1275	1275	1275
Expenses	18733	20050	20050	20050
Total	19683	21325	21325	21325
Summer Residents Advisory Comm				
Expenses	1972	2800	2300	2300
Total	1972	2800	2300	2300
Parking Clerk				
Salaries	3500	3500	3500	3500
Expenses	1445	3000	3000	3000
Total	4945	6500	6500	6500
Permit Office				
Salaries	53512	39036	17901	17901
Expenses	2120	3900	3900	3900
Total	55632	42936	21801	21801
General Government Totals				
Salaries	1387524	1340681	1258438	1281851
Expenses	479004	532971	534351	534351
Subtotal General Gov't	1866528	1873652	1792789	1816202
Public Safety				
Police				
Salaries	1862041	1899749	1826250	1826250
Expenses	108999	109729	109729	109729
Total	1971040	2009478	1935979	1935979
Emergency Management				
Salaries	0	2500	2500	2500
Expenses	3432	6600	6600	6600
Total	3432	9100	9100	9100
Animal Control				
Salaries	53340	52872	52972	52972
Expenses	1019	1900	1800	1800
Total	54359	54772	54772	54772
Fire				
Salaries	2283176	2319753	2462494	2462494
Expenses	165898	167315	167315	167315
Total	2449074	2487068	2629809	2629809

Description	10 Actual	11 Approp	12 Dept Req	Proposed
				Budget FY12
Cape & Islands EMS				
Expenses	5384	5385	5385	5385
Total	5384	5385	5385	5385
Oil Pollution Control				
Expenses	100	1030	1030	1030
Total	100	1030	1030	1030
Harbormaster/Pier/Harbor Patrol				
Salaries	433266	350176	352756	352756
Expenses	87746	82102	82102	82102
Total	521012	432278	434858	434858
Lighthouse Beach				
Salaries		63496	71432	67400
Expenses		16000	14000	14000
Total		79496	85432	81400
Town Floats				
Expenses	4962	8000	8000	8000
Total	4962	8000	8000	8000
Mitchell River Bridge				
Expenses	22	2000	2000	2000
Total	22	2000	2000	2000
Public Safety Totals				
Salaries	4631823	4688546	4768404	4764372
Expenses	377562	400061	397961	397961
Subtotal Public Safety	5009385	5088607	5166365	5162333
Community Development				
Community Development				
Salaries	672787	636381	560625	560625
Expenses	43573	54975	54975	54975
Total	716360	691356	615600	615600
Ec Development (CC Chamber)				
Expenses	45500	45500	45500	45500
Total	45500	45500	45500	45500
Community Development				
Salaries	672787	636381	560625	560625
Expenses	89073	100475	100475	100475
Subtotal Community Devel'mt	761860	736856	661100	661100
Health & Environment				
Water Quality Laboratory				
Salaries	131532	133231	135629	135629

Description	Proposed			
	10 Actual	11 Approp	12 Dept Req	Budget FY12
Expenses	65312	70100	70100	70100
Total	196844	203331	205729	205729
Health Department				
Salaries	179559	149917	146004	146004
Expenses	13000	15400	15400	15400
Total	192559	165,317	161,404	161,404
Conservation Department				
Salaries	143994	165037	165721	165721
Expenses	9635	10300	10300	10300
Total	153629	175337	176021	176021
Pleasant Bay Management Plan				
Expenses	33133	32774	32774	32774
Total	33133	32774	32774	32774
Green Head Fly Control				
Expenses	1550	1550	1550	1550
Total	1550	1550	1550	1550
Coastal Resources				
Salaries	78006	71055	72619	72619
Expenses	7643	4050	4050	4050
Total	85649	75105	76669	76669
Shellfish Constable				
Salaries	143197	155160	115200	146408
Expenses	7526	9890	9890	9890
Total	150723	165050	125090	156298
Leases & Herring Run				
Expenses	0	1490	1490	1490
Total	0	1490	1490	1490
South Coastal				
Salaries	750	1000	1000	1000
Expenses	0	500	500	500
Total	750	1500	1500	1500
Shellfish Advisory Committee				
Salaries	686	800	800	800
Expenses	0	200	200	200
Total	686	1000	1000	1000
Waterways Committee				
Salaries	0	400	400	400
Expenses	525	800	800	800
Total	525	1200	1200	1200
Health & Environment				
Salaries	677724	676600	638247	668581
Expenses	138324	147054	147054	147054
Subtotal Health & Environment w	816048	823654	785301	815635

Description	Proposed			
	10 Actual	11 Approp	12 Dept Req	Budget FY12
Public Works & Facilities				
Park & Recreation				
Salaries	883143	855248	837871	837871
Expenses	152283	154648	159860	159860
Total	1035426	1009896	997731	997731
Highway				
Salaries	378096	380305	336682	336682
Expenses	62544	62200	62200	62200
Total	440640	442505	398882	398882
Snow & Ice				
Salaries	22758	16000	16000	16000
Expenses	129621	55000	55000	55000
Total	152379	71000	71000	71000
Street Lights				
Expenses	43819	46000	46000	46000
Total	43819	46000	46000	46000
Transfer Station				
Salaries	369579	358976	316188	316188
Expenses	167292	173600	173600	173600
Expenses - Hauling & Disposal	289632	345000	345000	345000
Total	826503	877576	834788	834788
Central Fuel Depot				
Expenses	162047	186000	186000	186000
Total	162047	186000	186000	186000
Buildings				
Salaries	338235	335649	322204	322204
Expenses	297853	285378	304022	304022
Total	636088	621027	626226	626226
Sewer				
Salaries	47238	47073	20820	20820
Expenses (w/o Debt)	521255	520570	652800	652800
Total	568493	567643	673620	673620
Informational Only:				
Sewer Debt (Principal)	45828	42313	38817	38817
Sewer Debt (Interest)	6739	5611	3824	3824
Sewer Debt (Short term interest)				
Sewer Debt Total	52567	47924	42641	42641
Total Sewer Costs	621060	615567	716261	716261
Cemetery				
Salaries	11871	17799	17799	17799
Expenses	46708	61200	61200	61200
Total	58579	78999	78999	78999
Public Works & Facilities				
Salaries	2050920	2011050	1867564	1867564

Description	Proposed			
	10 Actual	11 Approp	12 Dept Req	Budget FY12
Expenses	1873054	1889596	2045682	2045682
Subtotal Public Works	3923974	3900646	3913246	3913246
Community & Social Services				
Council on Aging				
Salaries	208594	226564	211420	211420
Expenses	17792	15150	15150	15150
Total	226386	241714	226570	226570
Veterans' Services District				
Expenses	64266	62572	78065	78065
Total	64266	62572	78065	78065
Contractual Services				
Expenses				
VNA of Cape Cod	22500	22500	22500	22500
Monomoy Community Services	111000	111000	111000	111000
Nauset Workshop/Capeabilities	6425	6425	6000	6000
C.C. Child Development	5500	5500	5500	5500
Independence House	4200	4200	4200	4200
South Coast Legal Services	5000	5000	5000	5000
Sight Loss Services	900	900	900	900
Big Brothers/Big Sisters	6000	6000	6000	6000
Lower Cape Outreach	8500	8500	9000	9000
Eldredge Public Library, Inc.	396000	396000	449000	414238
So. Chatham Public Library, Inc.	5100	5100	5100	5100
Homeless Prevention Council	5900	6000	6000	6000
Aids Council (CARES)	2500	2000	2000	2000
Elder Services of Cape Cod	8200	8200	8200	8200
Consumer Assistance	250	250	250	250
Chatham Athletic Booster Club	2500	2500	2500	2500
Operation in from the Streets	2000	3000	3000	3000
Tooth Tutoring	2000	2000	2000	2000
Gosnold	8000	8000	8000	8000
Cultural Council	4000	4000	4000	4000
Child Care Network Voucher Scholars	5000	5000	5000	5000
ARC of Cape Cod	0	1000	1000	1000
Subtotal: Contract Services	611475	613075	666150	631388
Public Ceremonies Committee				
Maritime Festival		0	0	0
Public Ceremonies Committee	27250	15000	15000	15000
Other Public Events				
Chatham Band	7500	7500	7500	7500
Railroad Museum	2055	3000	3000	3000
SubTotal Other	36805	25500	25500	25500

Description	10 Actual	11 Approp	12 Dept Req	Proposed
				Budget FY12
Community & Social Services				
Salaries	208594	226564	211420	211420
Expenses	730338	716297	772637	750103
Subtotal Comm. & Social Services	938932	942861	996285	961523
Education				
Chatham Public Schools				
Salaries & Expenses	9594436	9710595	9974126	9974126
Subtotal Chatham Schools	9594436	9710595	9974126	9974126
CC Tech. Regional High School				
Expenses	183156	278874	287652	287652
Total	183156	278874	287652	287652
Education				
Salaries	9594436	9710595	9974126	9974126
Expenses	183156	278874	287652	287652
Total Education	9777592	9989469	10261778	10261778
Employee Benefits				
Workers Compensation Insurance	42577	57750	57750	57750
Medicare/Social Security	125522	120000	122030	122030
Unemployment Insurance	32658	24197	25000	25000
Public Safety Inj. Ins.	13588	26976	20000	20000
Barn's County Retirement	1325934	1478400	1453550	1453550
Group Health Insurance	1871747	2162060	2162060	2162060
Total Employee Benefits	3412026	3869383	3840390	3840390
Undistributed Costs				
Insurance				
Watercraft	1422	19460	19460	19460
Fleet Motor Vehicle	62930	57750	57750	57750
Moorings	383	1772	1772	1772
Flood	6754	9115	9115	9115
Public Officials' Liability	10368	10500	10500	10500
General Liability & Bldg. Ins.	109876	137500	137500	137500
Uninsured Damages	10895	15000	15000	15000
Total Insurance	202628	251097	251097	251097

Description	10 Actual	11 Approp	12 Dept Req	Proposed
				Budget FY12
Reserve Fund (05 Distributed)	97389	100000	100000	100000
Total Undistributed Costs	300017	351097	351097	351097
Debt Service (non-water)				
Principal	3718888	3483834	3793383	3793383
Interest - Long-term	1155924	1186362	1129308	1129308
Interest - Short-term & Bond Costs	97405	350000	350000	350000
Total Debt Service Costs	4972217	5020196	5272691	5272691

APPENDIX D

SCHOOL OPERATING BUDGET DETAIL AND SUMMARY

**Chatham Public Schools
Operating Budget
Fiscal Year 2012**

The Chatham Public Schools is requesting an operating budget for Fiscal year 2012 that sustains the educational programs for our students.

The proposed operating budget of \$11,592,153.00 includes a capital budget as well as all active and retired employee health benefits and insurance costs. The overall budget represents an increase of 4.0 % or \$444,414.00 from Fiscal Year 2011 operating budget.

The present Town appropriation reflects an increase of \$263,531.00 from Fiscal Year 2011 and no funding for Capital. We are projecting \$1,568,027.00 in School Choice funds and \$50,000.00 in Circuit Breaker funds. School Choice funds are \$265,616.00 increase from Fiscal Year 2011. School Choice funds represent 14% of the Fiscal Year 2012 operating budget.

**BUDGET SUMMARY
ALL SCHOOLS**

SCHOOL	BUDGET 2009-2010	BUDGET 2010-2011	PROPOSED BUDGET 2011-2012	DIFFERENCE	PERCENT
DISTRICTWIDE	2,736,730	2,794,618	2,808,346	113,728	4.1%
ELEMENTARY	2,231,077	2,334,068	2,475,854	141,846	6.1%
MIDDLE SCHOOL	2,259,406	2,259,021	2,375,738	116,717	5.2%
HIGH SCHOOL	2,780,489	2,717,104	2,791,473	74,369	2.7%
SPECIAL EDUCATION	747,546	579,068	622,700	43,632	7.5%
TECHNOLOGY	240,609	229,772	233,309	3,537	1.5%
OPERATING BUDGET	10,995,857	10,913,591	11,407,420	493,829	4.5%
ADULT EDUCATION	7,760	5,760	(5,760)	(5,760)	-100.0%
CAPITAL PLAN	246,444	228,388	184,733	(43,655)	-19.1%
GRAND TOTAL	11,280,061	11,147,739	11,592,153	444,414	4.0%

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2010-2011 OPERATING BUDGET

SCHOOLS	8,785,023
ADULT ED	5,760
CAPITAL PLAN	184,733
EMPLOYEE BENEFITS/INSURANCE	2,172,223
	<u>11,147,739</u>

TOWN APPROPRIATION

CAPITAL PLAN (free cash)	9,710,596
Circuit Breaker	134,733
TOTAL SCHOOL CHOICE	<u>1,302,411</u>
	<u>11,147,739</u>

2011-2012 OPERATING BUDGET

SCHOOLS	9,106,944
ADULT ED	
CAPITAL PLAN	184,733
EMPLOYEE BENEFITS/INSURANCE	2,300,478
	<u>11,592,153</u>

TOWN APPROPRIATION

CAPITAL PLAN (free cash)	9,974,128
Circuit Breaker	0
TOTAL SCHOOL CHOICE	<u>50,000</u>
	<u>1,568,027</u>
	<u>11,592,153</u>

"updated" FY12	----->	11,592,153
funding sources	----->	11,592,153
		<u>0</u>

Summary12

CODE	BUDGET SUMMARY-DISTRICTWIDE DESCRIPTION	BUDGET 09/10				BUDGET 10/11				PROPOSED BUDGET 11/12				CHANGE				PERCENT			
1100	School Committee	8,420			8,420	8,420			8,420	8,420			0	0			0.00%				
1210	Superintendents Office	252,386			246,886					215,076			(31,810)				-12.88%				
1305	Volunteers in Public Schools	6,875			4,875					4,875			0				0.00%				
1410	Business & Finance	64,064			64,064					66,221			2,157				3.37%				
1430	Legal Services-School Committee	20,750			20,000					20,000			0				0.00%				
2300	Unspecified	29,170			21,517					0			(21,517)				-100.00%				
2353	Tchr/Inst Staff Prof Days	69,199			60,799					44,933			(15,866)				-26.10%				
2357	Professional Development	23,550			22,000					22,000			0				0.00%				
3370	Transportation	146,985			136,194					143,004			6,810				5.00%				
3520	Student Activity									0			0				0.00%				
4100	Operations & Maintenance	76,994			76,994					79,221			2,227				2.89%				
4130	Utilities	4,120			4,120					4,120			0				0.00%				
5000	Employee Benefits	2,034,217			2,128,749					2,300,476			171,727				8.07%				
	TOTAL	2,736,730			2,794,618					2,908,346			113,728				4.07%				

Districtwide Summary

CODE	BUDGET SUMMARY-ELEMENTARY SCHOOL DESCRIPTION	BUDGET 08/10	BUDGET 10/11	PROPOSED BUDGET 11/12	CHANGE	PERCENT
2210	School Leadership Building	145,240	137,307	143,575	6,268	4.6%
2305	Teacher-Classroom	1,126,742	1,137,798	1,243,243	105,445	9.3%
2310	Teacher-Specialist	326,707	410,112	439,507	29,395	7.2%
2315	Instructional Leaders	5,859	0	0	0	0.0%
2325	Substitute Teachers	20,000	23,945	15,000	(8,945)	-37.4%
2330	Teacher Assistants	109,189	122,745	133,837	11,092	9.0%
2340	Librarian Directors	33,100	34,169	37,977	3,808	11.1%
2351	Professional Development Leadership	4,000	2,000	2,000	0	0.0%
2355	Substitute for Teachers @ Professional Development	3,000	3,000	3,000	0	0.0%
2357	Professional Development	5,250	3,010	3,010	0	0.0%
2400	Textbooks	22,800	25,800	25,800	0	0.0%
2415	Library Supplies	2,675	2,675	2,675	0	0.0%
2420	Instructional Supplies	17,260	14,260	14,260	0	0.0%
2600	Audio Visual Supplies	800	0	0	0	0.0%
2710	Guidance	81,427	80,514	86,082	5,568	6.9%
3200	Medical/Health Services	59,545	67,807	72,275	4,468	6.6%
3520	Other Student Activities	17,003	14,551	15,686	1,135	7.8%
4100	Custodial	100,563	100,984	107,160	6,176	6.1%
4120	Heat	51,412	67,553	65,000	(2,553)	-3.8%
4130	Utilities	78,505	85,778	65,768	(20,010)	-23.3%
	TOTAL	2,231,077	2,334,008	2,475,854	141,846	6.1%

Elementary Summary

CODE	BUDGET SUMMARY-MIDDLE SCHOOL DESCRIPTION	BUDGET 09/10	BUDGET 10/11	PROPOSED BUDGET 11/12	CHANGE	PERCENT
2210	School Leadership Building	140,848	164,024	148,298	(15,726)	-9.59%
2305	Teacher-Classroom	1,148,475	1,147,859	1,241,033	93,174	8.12%
2310	Teacher-Specialist	213,485	202,384	247,139	44,755	22.11%
2315	Instructional Leaders	5,859	0	0	0	0.00%
2325	Substitute Teachers	22,326	21,898	15,000	(6,898)	-31.50%
2330	Teacher Assistants	166,317	155,489	170,286	14,797	9.52%
2340	Librarian Directors	36,185	35,918	38,366	2,468	6.87%
2351	Professional Development Leadership	4,000	2,000	2,000	0	0.00%
2355	Substitute for Teachers @ Professional Development	3,000	3,000	3,000	0	0.00%
2357	Professional Development	4,650	3,410	3,410	0	0.00%
2400	Textbooks	16,633	16,833	16,833	0	0.00%
2415	Library Supplies	3,605	2,884	2,884	0	0.00%
2420	Instructional Supplies	26,073	26,073	26,073	0	0.00%
2800	Audio Visual Supplies	750	0	0	0	0.00%
2710	Guidance	86,287	85,286	91,245	5,959	6.99%
3200	Medical/Health Services	59,512	60,466	68,738	6,272	10.37%
3500	Athletics	56,405	57,238	58,403	1,165	2.03%
3520	Other Student Activities	26,289	23,391	23,562	171	0.73%
4100	Custodial	77,427	76,427	80,784	4,357	5.70%
4120	Heat	46,000	50,600	48,000	(2,600)	-5.14%
4130	Utilities	111,280	121,841	90,665	(31,176)	-25.59%
9100	Tuition to Mass Schools	2,000	2,000	2,000	0	0.00%
	TOTAL	2,269,406	2,259,021	2,375,738	116,717	5.17%

Middle Summary

CODE	BUDGET SUMMARY-HIGH SCHOOL DESCRIPTION	BUDGET 09/10	BUDGET 10/11	PROPOSED BUDGET 11/12	CHANGE	PERCENT
2210	School Leadership Building	169,750	168,887	172,871	4,174	2.5%
2305	Teacher-Classroom	1,365,385	1,389,283	1,468,705	79,422	5.7%
2310	Teacher-Specialist	227,511	214,658	230,026	15,368	7.2%
2315	Instructional Leaders	5,859	0	0	0	0.0%
2325	Substitute Teachers	15,000	19,907	15,000	(4,907)	-24.6%
2330	Teacher Assistants	159,563	114,426	148,105	33,679	29.4%
2340	Librarian Directors	36,186	35,918	38,386	2,468	6.9%
2351	Professional Development Leadership	4,000	2,000	2,000	0	0.0%
2355	Substitute for Teachers @ Professional Development	3,000	3,000	3,000	0	0.0%
2357	Professional Development	5,000	3,720	3,720	0	0.0%
2400	Textbooks	18,044	12,167	8,158	(4,009)	-32.9%
2415	Library Supplies	5,632	4,506	4,136	(370)	-8.2%
2420	Instructional Supplies	45,939	45,938	42,891	(3,248)	-7.1%
2600	Audio Visual Supplies	2,000	0	500	500	100.0%
2710	Guidance	163,706	134,261	124,422	(9,839)	-7.3%
3200	Medical/Health Services	50,676	48,921	52,060	3,139	6.4%
3500	Athletics	190,467	192,347	177,382	(14,965)	-7.8%
3520	Other Student Activities	60,376	59,198	60,889	1,491	2.5%
4100	Custodial	94,025	92,625	97,867	5,242	5.7%
4120	Heat	46,000	50,600	48,000	(2,600)	-5.1%
4130	Utilities	114,370	124,931	93,755	(31,176)	-25.0%
TOTALS		2,780,489	2,717,104	2,791,473	74,369	2.7%

High Summary

CODE	BUDGET SUMMARY-SPECIAL EDUCATION DESCRIPTION	BUDGET 09/10	BUDGET 10/11	PROPOSED BUDGET 11/12	CHANGE		PERCENT
2100	Districtwide Academic Leadership	178,439	178,439	183,120	4,681		2.62%
2300	Unspecified	1,284	0	0	0		0.00%
2320	Medical/Therapeutic Services	188,062	76,604	79,203	2,599		3.39%
2800	Psychological Services	156,014	157,530	164,531	7,001		4.44%
3300	Transportation	65,991	89,272	90,346	1,074		1.20%
9100	Tuition to Mass Schools	0	10,100	7,500	(2,600)		-25.74%
9300	Tuition to Non Public Schools	157,756	67,123	98,000	30,877		46.00%
	TOTAL	747,546	579,088	622,700	43,632		7.53%

Special Education Summary

CODE	BUDGET SUMMARY-TECHNOLOGY DESCRIPTION	BUDGET 09/10	BUDGET 10/11	PROPOSED BUDGET 11/12	CHANGE	PERCENT
4400	Technology	137,109	125,159	128,696	3,537	2.83%
7300	Acquisition of Equipment	103,500	104,613	104,613	0	0.00%
	TOTAL	240,609	229,772	233,309	3537	1.54%

Technology Summary

CODE	CAPITAL SUMMARY - ELEMENTARY/MIDDLE/HIGH DESCRIPTION					
		FY11	FY12	FY13	FY14	FY15
3600	School Security	4,198	4,198	4,198	4,750	4,875
4130	Utility Services	1,000	750	1,750	2,100	2,100
4210	Grounds	1,050	1,050	12,500	3,900	16,700
4220	Buildings	49,816	48,060	71,050	65,100	66,300
4230	Equipment	62,594	75,730	89,575	93,195	95,645
4450	Technology	66,075	54,945	102,250	104,450	104,450
	Grand Totals	184,733	184,733	281,323	273,495	290,070

5 Year Summary

APPENDIX E

DEBT DETAIL

Town of Chatham													
Master Debt Amortization Schedule													
Outstanding Principal & Interest													
Payout By Fiscal Year - As of 7/01/2011													
Fiscal Year	General Fund Principal	General Fund Interest	General Fund Total	Water Fund Principal (w/o Betterments)	Water Fund Interest (w/o Betterments)	Water Fund Total (w/o Betterments)	Total Principal	Total Interest	Grand Total				Cumulative % of Total Debt Service
2012	3,793,382.84	1,129,307.97	4,922,690.81	765,296.20	219,252.88	984,549.08	4,558,679.04	1,348,560.85	5,907,239.89				12.97%
2013	3,356,952.00	1,010,833.00	4,367,785.00	666,720.68	191,152.30	857,872.98	4,023,672.68	1,201,985.30	5,225,657.98				24.44%
2014	3,337,419.00	888,307.00	4,225,726.00	609,039.40	165,873.36	774,912.76	3,946,458.40	1,054,180.36	5,000,638.76				35.42%
2015	2,990,121.00	772,613.00	3,762,734.00	519,177.72	143,185.27	662,362.99	3,509,298.72	915,798.27	4,425,096.99				45.13%
2016	2,883,019.00	657,829.00	3,540,848.00	404,177.72	124,556.91	528,734.63	3,287,196.72	782,385.91	4,069,582.63				54.07%
2017	2,875,976.00	531,022.00	3,406,998.00	404,177.72	107,547.30	511,725.02	3,280,153.72	638,569.30	3,918,723.02				62.67%
2018	2,590,671.00	410,718.00	3,001,389.00	277,500.00	92,930.00	370,430.00	2,868,171.00	503,648.00	3,371,819.00				70.07%
2019	2,053,748.00	309,565.00	2,363,313.00	277,500.00	80,911.25	358,411.25	2,331,248.00	390,476.25	2,721,724.25				76.05%
2020	1,436,888.00	235,692.00	1,672,580.00	227,500.00	70,242.50	297,742.50	1,664,388.00	305,934.50	1,970,322.50				80.38%
2021	1,080,312.00	189,079.00	1,269,391.00	222,500.00	61,005.00	283,505.00	1,302,812.00	250,084.00	1,552,896.00				83.78%
2022	792,530.00	155,211.00	947,741.00	222,500.00	51,886.25	274,386.25	1,015,030.00	207,097.25	1,222,127.25				86.47%
2023	795,864.00	126,877.00	922,741.00	197,500.00	43,461.25	240,961.25	993,364.00	170,338.25	1,163,702.25				89.02%
2024	799,265.00	98,476.00	897,741.00	197,500.00	35,430.00	232,930.00	996,765.00	133,906.00	1,130,671.00				91.50%
2025	757,736.00	70,906.00	828,642.00	197,500.00	27,498.75	224,998.75	955,236.00	98,404.75	1,053,640.75				93.82%
2026	651,276.00	46,367.00	697,643.00	197,500.00	19,490.00	216,990.00	848,776.00	65,857.00	914,633.00				95.83%
2027	532,387.00	26,006.00	558,393.00	37,500.00	14,656.25	52,156.25	569,887.00	40,662.25	610,549.25				97.17%
2028	206,072.00	14,544.00	220,616.00	37,500.00	13,068.75	50,568.75	243,572.00	27,612.75	271,184.75				97.76%
2029	204,831.00	10,042.00	214,873.00	32,500.00	11,581.25	44,081.25	237,331.00	21,623.25	258,954.25				98.33%
2030-50	391,244.00	7,864.00	399,108.00	250,000.00	111,562.50	361,562.50	641,244.00	119,426.50	760,670.50				100.00%
	\$ 31,529,693.84	\$ 6,691,258.97	\$ 38,220,952.81	\$ 5,743,589.44	\$ 1,585,291.77	\$ 7,328,881.21	\$ 37,273,283.28	\$ 8,276,550.74	\$ 45,549,834.02				

APPENDIX F

WATER DEPARTMENT OPERATING BUDGET DETAIL

					Proposed
					Water Budget
	Description	10 Actual	11 Approp	FY 12 Dept Req	FY 12
	WATER FUND				
	Water Costs				
	Operating				
	Salaries	192,357	192,635	187,723	187,723
	Expenses	1,047,841	1,091,800	1,115,550	1,115,550
	Sub-total Operating	1,240,198	1,284,435	1,303,273	1,303,273
	Debt				
	Principal	823,051	793,174	765,297	765,297
	Interest - Long-term	272,229	249,985	219,253	219,253
	Interest - Short-term	21,980	100,000	100,000	100,000
	Subtotal Debt	1,117,260	1,143,159	1,084,550	1,084,550
	Total Water Direct Costs	2,357,458	2,427,594	2,387,823	2,387,823
	Overhead - Indirect Costs	210,468	201,325	215,316	215,316
	Overhead - GF Loan Repayment	0	0	0	0
	Overhead - Rate payback for Bett	138,751	132,568	126,379	126,379
	Overhead - Deficit payback				
	Subtotal Overhead	349,219	333,893	341,695	341,695
	Water Operating Budget	2,706,677	2,761,487	2,729,518	2,729,518
	Water Capital - Cash Basis				
	Various Projects - See Capital	0	0	0	
	Total Water Costs (no bonds)	2,706,677	2,761,487	2,729,518	2,729,518
	Water Capital - Bonding Basis				
	Various Projects - See Capital	0	0	0	
	Total Water Costs (with bonds)	2,706,677	2,761,487	2,729,518	2,729,518
	Water Revenue				
	Rate Charges	2,331,078	2,382,296	2,382,296	2,365,223
	Water Surplus	0	0	0	0
	Water Bonds	0	0	0	0
	Variance:				
	Revenues over(under) Costs	-375,599	-379,191	-347,222	-364,295
	Town Subsidy-Fire Protection	-400,000	-400,000	-400,000	-400,000
	Town Subsidy-Debt Prepay				
	Town Subsidy-Additional	0	0	0	
	Transfer from Gen.Fund	400,000	400,000	400,000	400,000
	Surplus (Shortfall)	24,401	20,809	52,778	35,705

APPENDIX G

FIVE YEAR CAPITAL DETAIL

Dept Priority #	Description	Dept	FY 10 Actual	FY 11 Actual	FY 12 Request	FY 12 Approved	FY 13 Program	FY 14 Program	FY 15 Program	FY 16 Program
	CAPITAL PROGRAM & BUDGET									
	CAPITAL PROGRAM & BUDGET									
	CAPITAL PROGRAM & BUDGET									
	CAPITAL PROGRAM & BUDGET									
	General Government		140000	83,300	190,000	60,000	150,000	140,000	140,000	140,000
	Public Safety		40000	114,700	284,100	52,600	265,100	338,000	73,000	61,000
	Community Development		0	7,000	60,000	-	30,000	30,000	-	-
	Health & Environment		114000	124,000	156,000	124,000	351,000	441,000	391,000	679,000
	Public Works (without Water)		533450	533,450	735,000	298,500	1,486,000	1,042,000	667,000	512,000
	Equipment		376000	163,000	547,188	352,500	1,811,460	666,000	325,000	1,161,000
	Schools		246444	134,733	184,733	-	262,735	-	-	-
	Total Town Funded Capital Budget (Colu		1449894	1,160,183	2,157,021	887,600	4,356,295	2,657,000	1,596,000	2,553,000
	Funding Sources:									
	Free Cash					814,300				
	Waterways Improvement Funds					-				
	Cemetery Sale of Lots					1,000				
	Shellfish Revolving					8,000				
	Prior Articles					64,300				
	Land Bank									
	Total Funding Sources				-	887,600	-	-	-	-
	General Government									
Annual #1	Land Management, Assessment &	IT	50000	40,000	50,000	40,000	50,000	50,000	50,000	50,000
Annual #2	MIS Training, Website	IT	25000	20,000	30,000	10,000	30,000	30,000	30,000	30,000
Annual #3	Hardware replacement & upgrade	IT	10000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
10-01	Ch 18 Equipment		5000	5,000						
12-1	Consulting & Engineering	TM	50000		50,000	-	50,000	50,000	50,000	50,000
12-2	Tri-Centennial Celebration	TM			50,000	-				
10-1	Business Machines	FIN/TM		8,300			10,000			
	Total General Government		140,000	83,300	190,000	60,000	150,000	140,000	140,000	140,000
	Public Safety									
	Police Department									
11	Tactical Equipment	PD		3,000						
10	Accident Reconstruction Equipment	PD	4000							

Dept Priority #	Description	Dept	FY 10 Actual	FY 11 Actual	FY 12 Request	FY 12 Approved	FY 13 Program	FY 14 Program	FY 15 Program	FY 16 Program
12	Replace Computers	PD					15,000			
12	Speed Control Display Trailer	PD			5,000	-	5,000			
13	Animal Control Shelter Trailer	PD					3,000			
13	Command Post Trailer	PD					55,000			
14	Replacement of Portable Radios	PD						35,000		
	Subtotal Police		4000	3,000	5,000	-	78,000	35,000	-	-
	Fire/Rescue Department									
11-3	Protective Clothing	FD		12,000						
12-2	Thermal Imaging Camera	FD			12,500		12,500			
12-3	CO-Oximeter	FD		3,500	4,600	4,600	4,600			
12-5	Ambulance Stretcher	FD			10,000	10,000				
13-3	Upgrade Self Contained Breathing	FD		20,000			10,000			20,000
13-4	Fire Nozzles, Appliances & Adapter	FD					10,000			
14-3, 15-1	Mobile Data Terminals	FD						12,000	12,000	
14-4	Radio Equipment	FD		4,800				5,000		
15-3	800 MHZ portable Radios	FD							20,000	
	Subtotal Fire/Rescue		0	40,300	27,100	14,600	37,100	17,000	32,000	20,000
	Emergency Management									
09-01; 11-0	Emergency Management Brochure	CD					4,000			
	Subtotal Other Pub Safety		0	-	-	-	4,000	-	-	
	Harbormaster/Wharfinger									
11-7	Fuel Dispenser Replacement	HBR		21,000						
12-8	Fish Pier Repairs	HBR		11,000	160,000	-	80,000	80,000		
Annual 12-	Mooring Management	HBR	8000	4,000	8,000	8,000	8,000	8,000	8,000	8000
\$4,000 in '13 proposed from Waterways Im		HBR								
Annual 12-	Town Landing Maintenance	HBR	8000	8,000	4,000	4,000	8,000	8,000		8000
\$4000 in '13 proposed from Waterways Im		HBR								
Annual 12-	Boat Maintenance & Equipment	HBR			6,000	6,000	5,000	5,000	5,000	5000
12-10	Little Mill Pond Re-decking	HBR			25,000					
Annual 12-	Mitchell River Drawbridge Repairs &	HBR	10000	20,000	25,000	10,000	10,000	10,000	10,000	10000
Annual 12-	Aids to Navigation	HBR	10000	5,000	10,000	10,000	10,000	10,000	10,000	10000
\$5,000 per year proposed from Waterways Impr Fund										
13-7, 14-2	Barge Rental	HBR					25,000	25,000		
14-1	Fish Pier Diesel & Gas Tank Replac	HBR						140,000		
12-9	On-line Mooring Renewal Program	HBR	12000		14,000					
	Subtotal Harbor/Pier		36000	69,000	252,000	38,000	146,000	286,000	41,000	41,000

Dept Priority #	Description	Dept	FY 10 Actual	FY 11 Actual	FY 12 Request	FY 12 Approved	FY 13 Program	FY 14 Program	FY 15 Program	FY 16 Program
	Lighthouse Beach									
12-1	Buoys	LT		2,400	-	-				
	Total Public Safety		40000	114,700	284,100	52,600	265,100	338,000	73,000	61,000
	Community Development									
12-1	GIS Flyover	CD		-	60,000	-	30,000	30,000		
11-01	GPS Data Collection Device	CD		7,000						
	Subtotal Community Development		0	7,000	60,000	-	30,000	30,000	-	
	Total Community Development		0	7,000	60,000	-	30,000	30,000	-	-
	Health & Environment									
	Stormwater Management									
Annual #1	Drainage/Stormwater Management	STW	20000	20,000	20,000	20,000	20,000	20,000	20,000	20000
12-1	Conservation Lands Management/H	H & E			20,000	-	20,000	20,000	20,000	20000
12-2	Trail Guide - Conservation Lands	H&E			12,000		2,000		2,000	
	Subtotal Stormwater		20000	20,000	52,000	20,000	42,000	40,000	42,000	40,000
	Coastal Resources									
Annual #1	Dredging Program	CR	75000	75,000	75,000	75,000	75,000	200,000	200,000	200,000
Annual #2	Aerial Shoreline Condition Photo Sur	CR	9000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Annual #3	Town Landing Infrastructure Improv	CR	10000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
	\$10,000 proposed from waterways improvement									
13-01	Bassing Harbor Dredging Permits	CR					50,000			
13-2, 14-2	OMBY Bulkhead Replacement	CR					125,000		30,000	370,000
13-3	Ryder's Cove Bulkhead Replacement	CR					30,000	150,000		
14-1	Scatterree Landing Erosion Protection	CR						7,000	60,000	
14-3	Barn Hill Ramp Walkway	CR						15,000		
15-1	Town Landing Comprehensive Survey	CR							30,000	40,000
16-1	Chatham Harbor Public Access	CR								639,000
	Subtotal Coastal Resources		94000	104,000	104,000	104,000	309,000	401,000	349,000	679,000
	Total Health & Environment		114000	124,000	156,000	124,000	351,000	441,000	391,000	

Dept Priority #	Description	Dept	FY 10 Actual	FY 11 Actual	FY 12 Request	FY 12 Approved	FY 13 Program	FY 14 Program	FY 15 Program	FY 16 Program
	Public Works (without Water)									
	Parks & Recreation & Cemetery									
11-4	Concession Stand - Volunteer Park	P&R		6000?						
12-2	Resurface Skateboard Park	P&R	0		40,000	-				
13-2	New Cardio Equipment for CCC Fit	P&R					6,000			
13-3	Sandblast & Repaint Vets Field Ble	P&R					50,000			
	New Walkways at Vets Field	P&R								
15-1	Handicap Access Path Volunteer P	P&R	0							
16-1	Outdoor Basketball Court	P&R	0						25,000	
16-2	Picnic Pavillion -Volunteer Park	P&R								35,000
	Subtotal - Park & Recreation		0	-	40,000	-	56,000	-	25,000	65,000
	Highway Department									
Annual #1	Road Resurfacing	HWY	160000	160,000	200,000	125,000		220,000	230,000	240,000
Annual #2	Emergency Road Repair	HWY	10000	10,000	10,000	10,000		10,000	10,000	10,000
Annual #3	Catch Basins	HWY	40000	40,000	50,000	30,500		60,000	60,000	60,000
Annual #4	Road Maintenance	HWY	12000	12,000	28,000	12,000		30,000	30,000	30,000
Annual #6	Street Signs	HWY	5000	5,000	6,000	5,000		6,000	6,000	6,000
Annual #7	Bike Trail Maintenance	HWY	0		25,000	10,000		25,000	25,000	25,000
12-01	Sidewalk Construction	HWY			50,000	25,000		50,000	50,000	50,000
	Subtotal Highway		227000	227,000	369,000	217,500		401,000	411,000	421,000
	Landfill (Transfer Station)									
12-01	Building Maintenance	HWY	300000	150,000	300,000					
13-01	Recycling - Phase 1	HWY								
14-01	Recycling - Phase 2	HWY						400,000		
	Subtotal Landfill		300,000	150,000	300,000	-	800,000	400,000	-	-
	Building & Grounds									
Annual	ADA Compliance	BG		-						
Annual #1	Property Management/Building Mail	TM	150000	120,000		80,000		5,000	5,000	
	Subtotal Building & Grounds		150,000	120,000	-	80,000		200,000	200,000	
								205,000	205,000	-
	Cemetery Department									
07-1	Clean & Repair Head Stones	CEM		1,000	1,000	1,000		1,000	1,000	1,000
07-2	Cemetery Expansion	CEM	5000	35,450		10,000		10,000		
	Subtotal Cemetery		5,000	36,450	1,000	11,000		11,000	1,000	1,000

Dept Priority #	Description	Dept	FY 10 Actual	FY 11 Actual	FY 12 Request	FY 12 Approved	FY 13 Program	FY 14 Program	FY 15 Program	FY 16 Program
	Airport Commission									
Annual #1	Continuing Modernization	TM/AIR	0	-	25,000	-	25,000	25,000	25,000	25,000
	Subtotal Airport		0	-	25,000	-	25,000	25,000	25,000	25,000
	Total Public Works		682000	533,450	735,000	298,500	1,486,000	1,042,000	667,000	512,000
	Equipment - All Departments									
Annual #1	Annual Cruisers (2) Replacement	PD/TM	29000	58,000	98,460	66,500	98,460	60,000	60,000	60,000
12-14	Replace Unmarked Police Detective	PD/TM			29,426			26,000		26,000
10-14	Replace Vehicle - Pick-up Truck	PD/TM	31000					32,000		
12-3	Replace ATV	PD/TM			5,000		-	5,000		5,000
12-4	Replace Animal Control Vehicle	PD/TM			20,876	-		27,000		
12-01	Replace Chiefs Unmarked Admin.	PD/TM			29,426			28,000		
13	Purchase of Police Motorcycle	PD/TM					18,000			
12-02	Service Chief Vehicle	FD/TM			30,000					
12-1,14,16	Replace Ambulance/Rescue	FD/TM	163000		180,000	180,000		180,000		180,000
13-1,16	Replace Fire Engine/Pumper - Purch	FD/TM					525,000			600,000
13-2	Purchase Ladder Truck	FD/TM					850,000			
14-2	Engine Repair/Paint	FD/TM						15,000		
15-2	Replace Staff Vehicle	FD/TM							30,000	
Annual	Inspections Vehicle	CD/TM	5000		5,000	-	10,000	5,000	10,000	5000
11-1	Rigid Hull Boat	HBR/TM		35,000						
12-6	Firefighting/Dewatering Pump	HBR/TM			8,000					
16-6	Boat Replacement (H-26)	HBR/TM								110,000
12-1,13-6	Engine Replacement - Harbormaster	HBR/TM	8000		18,000	18,000	28,000	-		
12-1	Shellfish Outboard Engine Replace	CR/TM			8,000	8,000				
13-1	Shellfish Truck Replacement	CR/TM					28,000			
14-02	Small Dump/Recycling Truck	DF/TM						55,000		
15-01	Front End Loader	DF/TM							150,000	
16-01	Container Roll Off Truck	DF/TM								130,000
12-1	Replace H&E Vehicle	H&E/TM			25,000	25,000				
11-1	Replace Large Mowing machine	P&R/TM		26,000						
11-2	Replace Park & Rec Dump Truck 2	P&R/TM		44,000				-		
12-1	New Van for driving participants to	P&R/TM			35,000					
13-1	Replace Park & Rec 1 Ton Dump	P&R/TM					44,000			
14-01	Replace Park & Rec 1 Ton Dump	P&R/TM						50,000		

Dept Priority #	Description	Dept	FY 10 Actual	FY 11 Actual	FY 12 Request	FY 12 Approved	FY 13 Program	FY 14 Program	FY 15 Program	FY 16 Program
14-02	Replace Existing Utility Trailer	P&R/TM						10,000		
14-03	Grounds Debris Removal Equipment	P&R/TM						18,000		
12-1	Replace Small Truck-	FEW/TM			55,000	55,000				
13-1	Flat Bed Truck, Plow & Crane	FEW/TM					65,000			
13-5	Large Dump Truck w/ Plow & Sand	HWY/TM					105,000	110,000		
13-7	Replace Small Truck with Plow	HWY/TM					40,000	45,000		45,000
15-8	Woodchipper	HWY/TM							40,000	
15-9	Forklift	HWY/TM							35,000	
	Total Equipment		376000	163,000	547,188	352,500	1,811,460	666,000	325,000	1,161,000
	Subtotal Capital (General Fund)		1,352,000	1,025,450	1,972,288	887,600	4,093,560	2,657,000	1,596,000	2,553,000
	Schools									
	School Security	SCH					9,118			
	Utility Services	SCH					5,750			
	Grounds	SCH					12,550			
	Buildings	SCH					45,148			
	Equipment	SCH			50,000		87,919			
	Technology	SCH	246444	134,733	134,733		102,250			
	Subtotal Schools		246444	134,733	184,733	-	262,735	-	-	-

APPENDIX H

DEFINITIONS

TERMS USED IN MUNICIPAL FINANCE

APPROPRIATION: An amount of money which has been authorized by vote of Town Meeting to be spent for a designated purpose.

AVAILABLE FUNDS: Available funds refer to the Stabilization Fund, Conservation Fund, Waterways Account, Cemetery Funds and continued appropriations left in Articles voted at previous Town Meetings.

OVERLAY: ALSO CALLED ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS: The amount raised by the Assessors to be used for potential abatement of property taxes. The Overlay Surplus is the portion of each year's Overlay Account no longer required to cover the property abatements.

FREE CASH: This is the amount certified annually by the State Bureau of Accounts. Town Meeting may appropriate from Free Cash for any purpose. Often referred to as "Excess and Deficiency" or "E&D".

TRANSFER: The authorization to use an appropriation for a different purpose; in most cases only the Town Meeting may authorize a transfer.

RESERVE FUND: This fund is established by the voters at an Annual Town Meeting only. Transfers from the Reserve Fund are within the exclusive control of the Finance Committee and are for "extraordinary or unforeseen" expenditures.

STABILIZATON FUND: This is a special reserve account. Money may be voted into the Fund by a majority vote at Town Meeting. Money may be appropriated from the Fund by a two-thirds vote at Town Meeting.

CHERRY SHEET: A form showing all State and County charges and reimbursements to the Town as certified by the Massachusetts Department of Revenue.

PROPOSITION 2 ½ TERMS

Chapter 59, Section 21C of the Massachusetts General Laws commonly referred to as Proposition 2 ½ (Prop. 2 ½) or the Tax Limiting Law for Cities and Towns in Massachusetts.

LEVY: The property tax levy is the revenue the Town can raise through real and personal property taxes. The levy is the largest source of revenue for the Town.

LEVY CEILING: This is the maximum amount of the levy limit. The ceiling equals 2.5% of the Town's full and fair cash value.

LEVY LIMIT: The limit is based on the previous year's levy plus certain allowable increases.

LEVY LIMIT INCREASE: The levy limit automatically increases each year by 2.5% of the previous year's levy limit.

NEW GROWTH: The increase in the levy limit attributable to new construction and new parcel subdivisions.

OVERRIDE: A community can increase its levy limit by voting at a referendum to exceed the limit. There are three types of overrides.

GENERAL OVERRIDE: A general override ballot question can be placed on a referendum if a majority of the Board of Selectmen vote to do so. If the ballot question is approved by a majority of the voters, the Town's levy limit is permanently increased by the amount voted at the referendum. The levy limit increases may not exceed the Town's levy ceiling.

DEBT EXCLUSION AND CAPITAL OVERLAY EXPENDITURE EXCLUSION: These two override ballot questions can be placed on a referendum by a two-thirds vote of the Board of Selectmen. If a majority of the voters approve the ballot question, the Town's levy limit is temporarily increased for the amount voted at the referendum. The increase may exceed the Town's levy limit.

CONTINGENT VOTES: Chapter 634 of the Acts of 1989 permits a Town Meeting to appropriate funds contingent upon passage of a referendum question (OVERRIDE). A contingent vote does not automatically result in an override referendum. An override referendum can only be called by the Board of Selectmen. If a referendum is called by the Selectmen, it must take place within forty-five days of the Town Meeting vote.

TALENT BANK FORM – 2011**DATE:** _____

Town Government needs citizens who are willing to give time in the service of their community. The Talent Bank was adopted by the Selectmen as a means of compiling names of interested citizens willing to serve on a voluntary basis. The Selectmen make most Committee appointments, the Moderator appoints the Finance Committee. Members of the Finance Committee, School Committee, Board of Selectmen, Board of Assessors and all boards, committees and commissions with regulatory powers shall be residents and registered voters of the Town. The Board of Selectmen may appoint non-resident property owning taxpayers to the Council on Aging, Cultural Council and all Town advisory committees. The Selectmen and Moderator appreciate and encourage residents to indicate their interest by using this Talent Bank Form. Please return this form to the office of the Board of Selectmen, 549 Main Street, Chatham, MA 02633. If possible, please attach a brief resume.

Name _____ Telephone _____

Mailing Address _____

E-Mail Address _____

- | | |
|---|--|
| <input type="checkbox"/> Affordable Housing Committee | <input type="checkbox"/> Historical Commission |
| <input type="checkbox"/> Airport Commission | <input type="checkbox"/> Human Services Committee |
| <input type="checkbox"/> Board of Assessors | <input type="checkbox"/> Land Bank Open Space Committee |
| <input type="checkbox"/> Aunt Lydia's Cove Committee | <input type="checkbox"/> Main Street Design Advisory Committee |
| <input type="checkbox"/> Bikeways Committee | <input type="checkbox"/> North Beach Advisory Committee |
| <input type="checkbox"/> Capital Projects Review Committee | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Cemetery Commission | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Preservation Committee | <input type="checkbox"/> Public Ceremonies Committee |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Shellfish Advisory Committee |
| <input type="checkbox"/> Council on Aging Board | <input type="checkbox"/> South Coastal Harbor Plan Committee |
| <input type="checkbox"/> Cultural Council | <input type="checkbox"/> Summer Residents Advisory Committee |
| <input type="checkbox"/> Committee for the Disabled | <input type="checkbox"/> Traffic Study Committee |
| <input type="checkbox"/> Energy Committee | <input type="checkbox"/> Underground Wiring Committee |
| <input type="checkbox"/> Golf Advisory Committee | <input type="checkbox"/> Water and Sewer Advisory Committee |
| <input type="checkbox"/> Board of Health | <input type="checkbox"/> Waterways Advisory Committee |
| <input type="checkbox"/> Historic Business District Committee | <input type="checkbox"/> Zoning Board of Appeals |

Please indicate other areas of interest _____

**Board of Selectmen
Chatham, MA 02633**

**PRSRT STD
U.S. Postage
PAID
Permit #40
Orleans, MA**

RESIDENTIAL CUSTOMER

OFFICIAL DOCUMENT

ANNUAL TOWN MEETING WARRANT – MAY 9, 2011